

# Title 230 WAC

## GAMBLING COMMISSION

### Chapters

<b>230-02</b>	<b>General provisions and definitions.</b>
<b>230-03</b>	<b>Permitting and licensing rules.</b>
<b>230-04</b>	<b>Licensing.</b>
<b>230-05</b>	<b>Fees.</b>
<b>230-06</b>	<b>Rules for all licensees.</b>
<b>230-08</b>	<b>Records and reports.</b>
<b>230-09</b>	<b>Fund-raising event rules.</b>
<b>230-11</b>	<b>Raffles.</b>
<b>230-12</b>	<b>Rules of general applicability.</b>
<b>230-18</b>	<b>Promotional contests of chance not licensed by the Washington state gambling commission.</b>
<b>230-20</b>	<b>Bingo, raffles and amusement games.</b>
<b>230-25</b>	<b>Fund-raising events.</b>
<b>230-30</b>	<b>Punch boards and pull-tabs.</b>
<b>230-40</b>	<b>Card games.</b>
<b>230-46</b>	<b>Unlicensed activities.</b>
<b>230-48</b>	<b>Tribal casinos.</b>
<b>230-50</b>	<b>Hearings—Practice and procedure.</b>
<b>230-60</b>	<b>Public records—Disclosure.</b>

### DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

#### Chapter 230-42 TAX ON COIN-OPERATED GAMING DEVICES

230-42-010	Tax on coin-operated gambling device. [Statutory Authority: RCW 9.46.115. 81-13-032 (Order 109), § 230-42-010, filed 6/15/81; Order 74, § 230-42-010, filed 8/17/77; Order 58, § 230-42-010, filed 8/17/76; Order 51, § 230-42-010, filed 4/30/76.] Repealed by 84-13-038 (Order 140), filed 6/15/84. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19).
------------	--

#### Chapter 230-02 WAC GENERAL PROVISIONS AND DEFINITIONS

### WAC

230-02-010	Washington state gambling commission—Purpose and organization.
230-02-020	Time and place of meetings.
230-02-022	Cost defined.
230-02-030	Normal commission operations—Administrative office address and business hours.
230-02-035	Field offices and operations.
230-02-040	Commission activities exempt from Environmental Protection Act.
230-02-100	Definitions.
230-02-102	Bingo occasion defined.
230-02-104	Bingo session defined.
230-02-105	Annual measurement period—Defined.
230-02-108	Gambling proceeds defined.
230-02-109	Net win defined.
230-02-110	Gross gambling receipts defined.
230-02-120	Net gambling receipts defined.
230-02-123	Charitable or nonprofit organizations—Net return defined.
230-02-130	Net gambling income defined.
230-02-135	Gross sales defined.
230-02-137	Excessive reserves defined.
230-02-140	Person defined.
230-02-155	Bona fide charitable organization defined.
230-02-160	Charitable defined.
230-02-161	Bona fide nonprofit organization defined.

230-02-162	Functional expenses defined.
230-02-163	Educational defined.
230-02-166	Civic defined.
230-02-169	Patriotic defined.
230-02-173	Political defined.
230-02-176	Religious defined.
230-02-179	Social defined.
230-02-182	Fraternal defined.
230-02-183	Active member defined.
230-02-185	Athletic defined.
230-02-188	Agricultural defined.
230-02-191	Agricultural fair defined.
230-02-200	Operator defined.
230-02-203	Lending agent, loan servicer, and placement agent defined.
230-02-204	Regulated lending institution defined.
230-02-205	Gambling service supplier defined.
230-02-206	Gambling service supplier representative defined.
230-02-207	Linked bingo prize provider defined.
230-02-208	Punch board and pull-tab service business defined.
230-02-210	Distributor defined.
230-02-218	Linked bingo prize provider representative defined.
230-02-220	Distributor's representative defined.
230-02-225	Manufacturer's representative defined.
230-02-230	Manufacturer defined.
230-02-240	Commercial gambling manager defined.
230-02-250	Bingo equipment.
230-02-255	Linked bingo prize defined.
230-02-260	Pull-tab defined.
230-02-270	Punch board defined.
230-02-278	Program service expenses defined.
230-02-279	Supporting service expenses defined.
230-02-280	Identification and inspection services stamps.
230-02-290	Records entry labels.
230-02-300	Substantial interest holder defined.
230-02-310	Bona fide newspaper or magazine defined.
230-02-350	Commercial stimulant defined.
230-02-360	Licensed premises defined.
230-02-370	Food and/or drink business defined.
230-02-380	Established business defined.
230-02-405	Specific authorized card games.
230-02-410	Public card room.
230-02-412	Gambling equipment defined.
230-02-415	Card room employee defined.
230-02-418	Charitable or nonprofit gambling manager defined.
230-02-420	Social card room.
230-02-430	Guest.
230-02-440	Calendar day defined.
230-02-450	Three consecutive days defined.
230-02-455	Social pastime defined.
230-02-500	Drawing defined.
230-02-503	Fund raising defined.
230-02-504	Fund-raising event defined.
230-02-505	Recreational gaming activity—Defined.
230-02-510	Amusement device defined.
230-02-511	Attended amusement game defined.
230-02-512	Commercial amusement game operator defined.
230-02-514	Coin or token activated amusement games defined.
230-02-515	School hours defined.
230-02-520	School-aged minors defined.

### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

230-02-125	Adjusted net gambling receipts defined. [Statutory Authority: RCW 9.46.070. 94-11-095 (Order 251), § 230-02-125, filed 5/17/94, effective 7/1/94; 88-19-038 (Order 183), § 230-02-125, filed 9/13/88. Statutory Authority: Chapter 9.46 RCW. 86-19-056 (Order 161), § 230-02-125, filed 9/15/86, effective 1/1/87.] Repealed by 95-09-061 (Order 267), filed 4/18/95, effective 5/19/95. Statutory Authority: RCW 9.46.070 and 9.46.-0217.
------------	--

- 230-02-138 Positive cash flow from the bingo operation—Defined. [Statutory Authority: RCW 9.46.070, 9.46.0209, 9.46.0237, 9.46.0205 and 9.46.075. 96-24-008 (Order 303), § 230-02-138, filed 11/21/96, effective 12/22/96.] Repealed by 01-09-022 (Order 397-A), filed 4/9/01, effective 5/10/01. Statutory Authority: RCW 9.46.070 and 34.05.354.
- 230-02-145 Promotional marketing gifts. [Statutory Authority: RCW 9.46.070, 9.46.0209, 9.46.0237, 9.46.0205 and 9.46.075. 96-24-008 (Order 303), § 230-02-145, filed 5/18/99, effective 7/1/99.] Repealed by 02-11-084 (Order 413), filed 5/16/02, effective 7/1/02. Statutory Authority: RCW 9.46.070.
- 230-02-150 Immediate family defined. [Order 5, § 230-02-150, filed 12/19/73.] Repealed by 89-11-048 (Order 192), filed 5/16/89. Statutory Authority: RCW 9.46.070 (8), (11) and (14).
- 230-02-362 Primary market area defined. [Statutory Authority: RCW 9.46.070, 9.46.0209, 9.46.0237, 9.46.0205 and 9.46.075. 96-24-008 (Order 303), § 230-02-362, filed 11/21/96, effective 12/22/96.] Repealed by 01-05-020 (Order 397), filed 2/9/01, effective 4/1/01. Statutory Authority: RCW 9.46.070.
- 230-02-364 Secondary market area defined. [Statutory Authority: RCW 9.46.070, 9.46.0209, 9.46.0237, 9.46.0205 and 9.46.075. 96-24-008 (Order 303), § 230-02-364, filed 11/21/96, effective 12/22/96.] Repealed by 01-05-020 (Order 397), filed 2/9/01, effective 4/1/01. Statutory Authority: RCW 9.46.070.
- 230-02-366 Impact market area defined. [Statutory Authority: RCW 9.46.070, 9.46.0209, 9.46.0237, 9.46.0205 and 9.46.075. 96-24-008 (Order 303), § 230-02-366, filed 11/21/96, effective 12/22/96.] Repealed by 01-05-020 (Order 397), filed 2/9/01, effective 4/1/01. Statutory Authority: RCW 9.46.070.
- 230-02-400 Card game. [Statutory Authority: RCW 9.46.070, 9.46.0281 and 9.46.0325. 93-17-098 (Order 243), § 230-02-400, filed 8/17/93, effective 1/1/94; Order 78, § 230-02-400, filed 11/17/77; Order 23, § 230-02-400, filed 9/23/74.] Repealed by 00-09-052 (Order 383), filed 4/14/00, effective 5/15/00. Statutory Authority: RCW 9.46.070.
- 230-02-425 Key employee defined. [Statutory Authority: RCW 9.46.070(5), 9.46.04-023, § 230-02-425, filed 1/28/98, effective 7/1/98.] Repealed by 00-09-052 (Order 383), filed 4/14/00, effective 5/15/00. Statutory Authority: RCW 9.46.070.
- 230-02-530 Circumstances outside the control of the licensee—Defined. [Statutory Authority: RCW 9.46.070, 9.46.0209, 9.46.0237, 9.46.0205 and 9.46.075. 96-24-008 (Order 303), § 230-02-530, filed 11/21/96, effective 12/22/96.] Repealed by 01-05-020 (Order 397), filed 2/9/01, effective 4/1/01. Statutory Authority: RCW 9.46.070.
- 230-02-535 Permanent interruption of customer flow—Defined. [Statutory Authority: RCW 9.46.070, 9.46.0209, 9.46.0237, 9.46.0205 and 9.46.075. 96-24-008 (Order 303), § 230-02-535, filed 11/21/96, effective 12/22/96.] Repealed by 01-05-020 (Order 397), filed 2/9/01, effective 4/1/01. Statutory Authority: RCW 9.46.070.
- 230-02-540 Temporary interruption of customer flow—Defined. [Statutory Authority: RCW 9.46.070, 9.46.0209, 9.46.0237, 9.46.0205 and 9.46.075. 96-24-008 (Order 303), § 230-02-540, filed 11/21/96, effective 12/22/96.] Repealed by 01-05-020 (Order 397), filed 2/9/01, effective 4/1/01. Statutory Authority: RCW 9.46.070.

**WAC 230-02-010 Washington state gambling commission—Purpose and organization.** (1) Purpose - The Washington state gambling commission, hereinafter called "the commission," is created pursuant to RCW 9.46.040 as the licensing and regulatory agency charged with the authority and duty to control statutorily authorized nonprofessional gambling. Where appropriate, the term "commission" also refers to the staff and employees of the commission. In order to carry out the assigned duties and responsibilities, the legislature designated the commission as a law enforcement agency with the powers to investigate all gambling and associated activities and enforce the provisions of chapter 9.46 RCW.

(2) Organization - The commission is comprised of five part-time members, four ex officio members, and a full time staff.

(a) Commission members - Five citizens, all appointed by the governor with the consent of the state senate for six-year staggered terms. One member is annually elected as chairperson. Commissioners serve part-time as necessary and otherwise as directed by the chairperson.

(b) Ex officio members - Two members each from the senate and the house of representatives, one each from the majority and minority political parties. Members are appointed for two year terms by the president of the senate and speaker of the house of representatives, respectively. Ex officio members do not vote on matters before the commission for review.

(c) Staff - The commission staff is organized under a director, a deputy director, and three assistant directors pursuant to RCW 9.46.080. The director, the deputy director, the assistant directors, and all staff required to perform under-cover duties are exempt from the provisions of chapter 41.06 RCW. Staff duties and responsibilities are as follows:

(i) Director - The director is appointed by the commission as its administrator for carrying out its powers and duties. The director ensures that staff and other resources are available to carry out the purposes and provisions of chapter 9.46 RCW. The director is directly responsible for matters pertaining to public relations, research, contracts, agreements, and legal problems.

(ii) Deputy director - The deputy director is appointed by the director with responsibilities of making decisions and carrying out duties delegated by the director: Provided, That those duties specifically enumerated in WAC 230-12-900 may not be delegated to the deputy director.

(iii) Assistant directors - Assistant directors are appointed by the director with the responsibilities for the day-to-day management of the various operational sections of the commission and advising the director regarding matters necessary to carry out the provisions of chapter 9.46 RCW.

[Statutory Authority: RCW 9.46.070, 9.46.075, § 230-02-010, filed 3/17/95, effective 7/1/95. Statutory Authority: Chapter 34.05 RCW. 90-03-064 (Order 203), § 230-02-010, filed 1/18/90, effective 2/18/90. Statutory Authority: RCW 9.46.070(13), 79-07-019 (Order 90), § 230-02-010, filed 6/14/79; Order 42, § 230-02-010, filed 9/18/75; Order 5, § 230-02-010, filed 12/19/73.]

**WAC 230-02-020 Time and place of meetings.** Regular public meetings of the commission shall normally be held quarterly at the date, time, and place to be set by the commission with at least two weeks advance notice. Additional public meetings necessary to discharge the business of the commission may be called from time to time.

[Statutory Authority: RCW 9.46.050(3) and 9.46.070 (14), (20). 97-03-094 (Order 306), § 230-02-020, filed 1/17/97, effective 7/1/97. Statutory Authority: RCW 9.46.050(3) and 9.46.070 (1), (2) and (11). 86-15-025 (Order 159), § 230-02-020, filed 7/14/86. Statutory Authority: RCW 9.46.020 (20)(d), 9.46.050(3) and 9.46.070 (1), (2), (5), (8), (9), (11) and (12). 85-03-026 (Order 144), § 230-02-020, filed 1/9/85; Order 78, § 230-02-020, filed 11/17/77; Order 62, § 230-02-020, filed 10/15/76; Order 51, § 230-02-020, filed 4/30/76; Order 5, § 230-02-020, filed 12/19/73.]

**WAC 230-02-022 Cost defined.** "Cost" means the monetary value paid or owed by the purchaser, for any gambling or nongambling product or service, at the time of the

transaction and documented on the sales receipt/transfer document. "Cost" excludes all sales taxes paid by the purchaser. "Cost" does not include any markup or value added by the purchaser.

[Statutory Authority: RCW 9.46.070 (1)(16), 90-10-007, § 230-02-022, filed 4/19/90, effective 7/1/90. Statutory Authority: RCW 9.46.070 (4), (11) and (14), 89-24-002 (Order 201), § 230-02-022, filed 11/27/89, effective 12/28/89.]

**WAC 230-02-030 Normal commission operations—Administrative office address and business hours.** (1) The administrative office of the commission is located in Lacey, Washington. Services available are administration, information, licensing, investigation, activity report processing, and public records. Unless specifically provided elsewhere in these rules, applications for licenses, submission of materials or requests for notices or information of any kind, may be made by addressing correspondence to:

Mailing Address	Location Address
Washington State	Washington State
Gambling Commission	Gambling Commission
P.O. Box 42400	4565 7th Avenue S.E.
Olympia, WA 98504-2400	Lacey, WA 98503

(2) Normal business hours for the administrative office, unless specifically provided elsewhere in these rules, shall be 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding legal holidays.

[Statutory Authority: RCW 9.46.070, 04-17-066 (Order 433), § 230-02-030, filed 8/12/04, effective 9/12/04; 94-11-095 (Order 251), § 230-02-030, filed 5/17/94, effective 7/1/94. Statutory Authority: RCW 9.46.070(18), 90-15-044, § 230-02-030, filed 7/16/90, effective 8/16/90. Statutory Authority: RCW 9.46.070(14), 89-13-059 (Order 193), § 230-02-030, filed 6/20/89. Statutory Authority: RCW 9.46.030 (2), (3) and 9.46.070 (11), (14), 83-19-024 (Order 136), § 230-02-030, filed 9/13/83. Statutory Authority: RCW 9.46.070(13), 80-09-067 (Order 103), § 230-02-030, filed 7/17/80; Order 51, § 230-02-030, filed 4/30/76; Order 23, § 230-02-030, filed 9/23/74; Order 5, § 230-02-030, filed 12/19/73.]

**WAC 230-02-035 Field offices and operations.** The administrative office of the commission and its staff is located at 4565 7th Avenue, S.E., Lacey, WA 98503. The mailing address is: P.O. Box 42400, Olympia, WA 98504-2400. Commission offices located in other cities are as follows:

City	Telephone Number
<b>Eastern Region</b>	
N 901 Monroe, Rm. 240 Spokane 99201	509-329-3666
1703 Creekside Loop Suite 120, Yakima 98902	509-575-2820
<b>Northwest Region</b>	
3501 Colby Avenue Suite 102 Everett 98201	425-339-1728
851 Coho Way #201 Bellingham 98225	360-738-6203

## City

451 Southwest 10th St.  
Plaza 451 Building  
Suite 218  
Renton 98055

## Telephone Number

425-277-7014

**Southwest Region** Tacoma Mall Office  
Building - 4301  
Pine St. #307  
Tacoma 98409-7206

253-471-5312

[Statutory Authority: RCW 9.46.070, 04-17-066 (Order 433), § 230-02-035, filed 8/12/04, effective 9/12/04. Statutory Authority: RCW 9.46.070 and chapter 34.05 RCW, 96-13-068 (Order 294), § 230-02-035, filed 6/18/96, effective 7/19/96. Statutory Authority: RCW 9.46.070, 93-06-011 (Order 237), § 230-02-035, filed 2/19/93, effective 3/22/93. Statutory Authority: Chapter 34.05 RCW, 89-24-003 (Order 200), § 230-02-035, filed 11/27/89, effective 12/28/89.]

**WAC 230-02-040 Commission activities exempt from Environmental Protection Act.** The commission has reviewed its authorized activities and has found them to be exempt pursuant to WAC 197-10-040(2), 197-10-150 through 197-10-190 and the State Environmental Policy Act, chapter 43.21C RCW.

[Order 55, § 230-02-040, filed 6/25/76.]

**WAC 230-02-100 Definitions.** Words and terms used in these rules and regulations shall have the same meaning as each has under chapter 9.46 RCW unless otherwise specifically provided in these rules, or the context in which they are used in these rules clearly indicates that they be given some other meaning.

[Order 42, § 230-02-100, filed 9/18/75; Order 5, § 230-02-100, filed 12/19/73.]

**WAC 230-02-102 Bingo occasion defined.** A bingo occasion is a period of time beginning when the first number in the first session is called and ending when the last winning number on the final winning bingo card of the last session has been verified.

[Statutory Authority: RCW 9.46.070 (1), (8), (9), (11), (13), (14), (20), 95-23-091, § 230-02-102, filed 11/20/95, effective 1/1/96.]

**WAC 230-02-104 Bingo session defined.** A bingo session means a continuous series of bingo games with no breaks other than short intermission breaks.

[Statutory Authority: RCW 9.46.070 (1), (8), (9), (11), (13), (14), (20), 95-23-091, § 230-02-104, filed 11/20/95, effective 1/1/96.]

**WAC 230-02-105 Annual measurement period—Defined.** "Annual measurement period" means the licensee's fiscal year as set forth in the license application.

[Statutory Authority: RCW 9.46.070, 9.46.0209, 9.46.0237, 9.46.0205 and 9.46.075, 96-24-008 (Order 303), § 230-02-105, filed 11/21/96, effective 12/22/96.]

**WAC 230-02-108 Gambling proceeds defined.** For purposes of this title, "gambling proceeds" means all moneys remaining from the operation of any gambling activity after payment of prizes and necessary expenses.

(1) Expenses are deemed to be necessary when they are required to operate an activity (such as taxes and license fees) or they improve the overall profitability of the activity by increasing gross gambling receipts more than the corresponding increase in expenses.

(2) All assets of the organization are presumed to be obtained with gambling proceeds unless the organization maintains complete separation of funds generated from non-gambling sources from funds generated from gambling activities.

[Statutory Authority: RCW 9.46.070. 00-07-140 (Order 381), § 230-02-108, filed 3/22/00, effective 7/1/00. Statutory Authority: RCW 9.46.070, 9.46.0261 and 9.46.0209. 94-01-035, § 230-02-108, filed 12/6/93, effective 1/6/94.]

**WAC 230-02-109 Net win defined.** "Net win" means gross wagers received by a licensee from the operation of house-banked card games or fund-raising events, less the amount paid to players for winning wagers, accrual of prizes for progressive jackpot contests, and repayment of amounts used to seed guaranteed progressive jackpot prizes.

[Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-02-109, filed 4/14/00, effective 5/15/00.]

**WAC 230-02-110 Gross gambling receipts defined.** "Gross gambling receipts" means the monetary value, stated in U.S. currency, due to any operator of a gambling activity for purchase of a chance to play a punch board or pull-tab series; purchase of a chance to enter a raffle; fees or purchase of cards to participate in bingo games; fees for participation in an amusement game, including rent or lease payments paid to licensees or franchisers for allowing operation of an amusement game on their premises; and any fee to participate in, or net win from, any card games or fund-raising events as defined in WAC 230-02-109. The value shall be before any deductions for prizes or other expenses.

Fees from players for entry into a player-supported jackpot held in conjunction with card games are not gross gambling receipts: Provided, That any portion of wagers deducted for any purpose other than increasing current prizes or repayment of amounts used to seed such prizes shall be treated as gross gambling receipts.

[Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-02-110, filed 4/14/00, effective 5/15/00. Statutory Authority: Chapter 9.46 RCW. 91-21-053 (Order 228), § 230-02-110, filed 10/15/91, effective 11/15/91; 86-19-056 (Order 161), § 230-02-110, filed 9/15/86, effective 1/1/87; Order 5, § 230-02-110, filed 12/19/73.]

**WAC 230-02-120 Net gambling receipts defined.** "Net gambling receipts" means all gross gambling receipts from any gambling activity, less the monetary value or, in the case of merchandise, the actual cost, of any prizes that were awarded.

[Statutory Authority: Chapter 9.46 RCW. 86-19-056 (Order 161), § 230-02-120, filed 9/15/86, effective 1/1/87; Order 5, § 230-02-120, filed 12/19/73.]

**WAC 230-02-123 Charitable or nonprofit organizations—Net return defined.** "Net return" is the total percentage returned from the operation of bingo games after payment of reasonable prizes and necessary expenses.

[Title 230 WAC—p. 4]

(1) Net return is computed by dividing bingo gross gambling receipts into the combined net income from bingo games, punch boards/pull-tabs, amusement games, raffles conducted in conjunction with bingo games, food, drink, or other retail sales activities conducted in conjunction with bingo games, and allowable income from rental of the gaming facility.

(2) For purposes of computing net return, local gambling taxes for bingo, punch boards/pull-tabs, and amusement games, whether paid or accrued, will be added to the accounting net income.

[Statutory Authority: RCW 9.46.070. 00-07-140 (Order 381), § 230-02-123, filed 3/22/00, effective 7/1/00. Statutory Authority: RCW 9.46.070, 9.46.0209, 9.46.0237, 9.46.0205 and 9.46.075. 96-24-008 (Order 303), § 230-02-123, filed 11/21/96, effective 12/22/96.]

**WAC 230-02-130 Net gambling income defined.** "Net gambling income" means net gambling receipts, less all other expenses related to the operation of a licensed activity paid out during the same period of time: Provided, That expenses must be reported on the accrual basis if the records are normally maintained on that basis.

[Statutory Authority: RCW 9.46.070 and 34.05.230. 01-01-016 (Order 396), § 230-02-130, filed 12/6/00, effective 1/6/01. Statutory Authority: Chapter 9.46 RCW. 86-19-056 (Order 161), § 230-02-130, filed 9/15/86, effective 1/1/87; Order 5, § 230-02-130, filed 12/19/73.]

**WAC 230-02-135 Gross sales defined.** "Gross sales" means the monetary value actually received for all nongambling goods and services, sold or occurring on the licensed gambling premises. The value shall be stated in U.S. currency and net of any sales taxes or discounts. Income received from sales made on behalf of others or in partnership with third parties, commission income, or income splitting schemes, shall be recorded at the net monetary value actually realized by the licensed business.

[Statutory Authority: Chapter 9.46 RCW. 86-19-056 (Order 161), § 230-02-135, filed 9/15/86, effective 1/1/87.]

**WAC 230-02-137 Excessive reserves defined.** An organization has excessive reserves if the total amount of the organization's cash, cash equivalents, or other assets that would not normally be associated with providing programs or fund-raising activities is greater than the sum of:

(1) The licensee's current liabilities (debts due within one year); plus

(2) Total functional expenses during the most recently completed fiscal year; plus

(3) The average net income or loss from combined gambling and retail sales conducted in conjunction with gambling activities for a three-month period, calculated by dividing annual net gambling and retail sales income or loss by four: Provided, That funds reserved to start or expand specific programs will be excluded from the computation of excessive reserves, as authorized by WAC 230-08-255(3), with approval by the commission's director.

[Statutory Authority: RCW 9.46.070 (1), (8-11), (14), (16), (20). 96-07-075, § 230-02-137, filed 3/19/96, effective 7/1/96.]

**WAC 230-02-140 Person defined.** "Person" means and includes any individual, firm or partnership, corporation or

(2007 Ed.)

other association of individuals either natural or legal. The use of the masculine pronoun in these rules includes the feminine and the neuter.

[Order 5, § 230-02-140, filed 12/19/73.]

**WAC 230-02-155 Bona fide charitable organization defined.** A bona fide charitable organization is an organization that meets all of the requirements of RCW 9.46.0209 and is organized and operated primarily to provide charitable services as defined by WAC 230-02-160. Each charitable organization shall provide evidence of its charitable status by submitting documentation setting forth the progress it has made toward accomplishing its charitable purpose(s) during its previous fiscal year. This statement and other evidence such as articles of incorporation, bylaws, and the fact that donations to such organization qualify as tax deductible contributions for federal income tax purposes, shall be taken into account when determining charitable organization status.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-02-155, filed 4/18/89, effective 7/1/89.]

**WAC 230-02-160 Charitable defined.** For the purposes of this title, charitable, eleemosynary and benevolent are synonymous and mean: The relief of poverty, indigence and/or personal distress; help for disadvantaged persons; treatment and prevention of physical or mental distress. Services must be provided free of charge or for a fee which does not exceed the cost of providing the service. Any organization that requires a fee must utilize the revenue collected to continue its program services. In accordance with all state and federal law on discrimination, there can be no discrimination in providing services among those recipients chosen by the licensee. Corporations which have been incorporated under Title 36, U.S.C. for the principal purposes of furnishing volunteer aid to members of the armed forces of the United States and to carry on a system of national relief of suffering caused by pestilence, famine, fire, floods, and other national calamities or undertakes measures to prevent such are deemed to be charitable under this section. Charitable encompasses at least the following activities:

(1) Relief of the aged and disadvantaged in the form of food, clothing, shelter, or health care;

(2) Services or material assistance that will enable persons to maintain an adequate standard of living and/or improve their quality of life by raising their standard of living above the federal poverty level;

(3) Programs for youths, 17 years old or younger, that assists them in learning and practicing the cultural and social skills necessary to:

(a) Integrate them into society;

(b) Improve their physical fitness; or

(c) Prevent delinquency;

(4) Advancement of education and learning which benefit and improve the quality of life of the general public or the community at large;

(5) Advancement of a religion; and

(6) Activities which reduce the burdens of government.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-02-160, filed 4/18/89, effective 7/1/89.]

(2007 Ed.)

**WAC 230-02-161 Bona fide nonprofit organization defined.** A bona fide nonprofit organization is a organization that meets all of the requirements of RCW 9.46.0209 and is organized and operated primarily to provide one or more of the following nonprofit services:

(1) Educational;

(2) Civic;

(3) Patriotic;

(4) Political;

(5) Social;

(6) Fraternal;

(7) Athletic;

(8) Agricultural;

(9) Church and religious societies under chapter 24.12 RCW;

(10) Fraternal societies under chapter 24.20 RCW;

(11) Granges under chapter 24.28 RCW; and

(12) Agricultural fairs under chapter 15.76 or chapter 36.37 RCW.

Each nonprofit organization shall provide evidence of its nonprofit status by submitting documentation setting forth the progress it has made toward accomplishing its nonprofit purposes during its previous fiscal year. The fact that an organization is not exempt from payment of federal income taxes on income from its primary activities shall be prima facie evidence that the organization is not a nonprofit organization for purposes of conducting gambling activities.

(13) Credit unions organized and operating under state or federal laws are bona fide nonprofit organizations for purposes of RCW 9.46.0315 and 9.46.110 only.

[Statutory Authority: RCW 9.46.070. 00-21-067 (Order 392), § 230-02-161, filed 10/16/00, effective 11/16/00. Statutory Authority: RCW 9.46.0209. 94-07-084 (Order 250), § 230-02-161, filed 3/16/94, effective 4/16/94. Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-02-161, filed 4/18/89, effective 7/1/89.]

**WAC 230-02-162 Functional expenses defined.** Functional expenses are those an organization incurs toward accomplishing its stated purposes. For purposes of calculation, this includes program service expenses, as defined by WAC 230-02-278, and supporting service expenses, as defined by WAC 230-02-279.

[Statutory Authority: RCW 9.46.070 (1), (8-11), (14), (16), (20). 96-07-075, § 230-02-162, filed 3/19/96, effective 7/1/96.]

**WAC 230-02-163 Educational defined.** Educational means providing instruction or training to individuals for the purpose of improving or developing their capabilities, or providing instruction to the public on subjects useful to individuals and beneficial to the community.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-02-163, filed 4/18/89, effective 7/1/89.]

**WAC 230-02-166 Civic defined.** Civic means promoting social welfare for the common good of the community by bringing about civic betterment and social improvements.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-02-166, filed 4/18/89, effective 7/1/89.]

**WAC 230-02-169 Patriotic defined.** Patriotic means promoting patriotism, Americanism, loyalty, support, and

love of country. Normal activities conducted by veteran groups would be included in this definition.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-02-169, filed 4/18/89, effective 7/1/89.]

**WAC 230-02-173 Political defined.** Political means the process of electing candidates to public or party offices. Activities conducted with the goal of influencing executive action, legislation or WAC rules are considered lobbying activities and not included under this definition.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-02-173, filed 4/18/89, effective 7/1/89.]

**WAC 230-02-176 Religious defined.** Religious means advancement of a sincerely held theological philosophy. Included are the practices and rituals associated with the beliefs or creed of those groups of people which form a church, religious society, congregation, or religious denomination, when such practices or rituals are not illegal or against public policy. Corporations sole, as set out in chapter 24.12 RCW; are encompassed in this definition.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-02-176, filed 4/18/89, effective 7/1/89.]

**WAC 230-02-179 Social defined.** Social means providing recreation, recreational facilities, and/or other activities when solely for the pleasure of a membership.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-02-179, filed 4/18/89, effective 7/1/89.]

**WAC 230-02-182 Fraternal defined.** Fraternal means promoting and carrying on activities for the common interests of a membership and is organized under the lodge system which is comprised of local self-governing branches, chartered by a parent organization. Incorporated fraternal societies, as set out in chapter 24.20 RCW, are also encompassed under this definition.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-02-182, filed 4/18/89, effective 7/1/89.]

**WAC 230-02-183 Active member defined.** For purposes of this title, "active member" means an individual who is a "bona fide member," as defined by RCW 9.46.0261, and meets all of the requirements set out below:

#### **Reason for joining the organization.**

(1) Did not join the organization specifically to participate in, or be an operator or manager of, gambling activities;

#### **Ability to vote.**

(2) Is authorized to vote in the election of officers or board members who determine the policies of the organization;

#### **Length of membership.**

(3) Has been a member for at least twelve months preceding an application for a gambling license, or has been accepted as a member according to guidelines set out in the organization's bylaws and such acceptance recorded in the official minutes of a regular membership meeting: Provided,

That the minimum time provision does not apply to board members or directors if the organization's membership consists entirely of board members or directors elected or appointed for a limited term;

#### **Membership criteria.**

(4) Complies with membership criteria, as set out in the organization's bylaws;

#### **Location of residence and meeting attendance.**

(5) Lives within the boundaries of Washington state or, if outside the state boundaries, lives within one hundred miles of the main administrative offices of the organization which is located within Washington state or attends seventy-five percent of board meetings: Provided, That the director may waive the requirements of this subsection for organizations applying for a license to conduct raffles only;

#### **Age limit.**

(6) Is at least eighteen years old: Provided, That the director may waive this provision when:

(a) The organization's primary purpose is the development of youth;

(b) The organization is applying for a license to conduct only raffles or amusement games;

(c) The organization has at least three members or advisors that are at least eighteen years of age who supervise the operation of the activity; and

(d) One of the adult members or advisors shall be designated as the manager of the activity. This member shall be responsible for ensuring that all activities are operated in accordance with all requirements of the commission and shall attend training required by WAC 230-04-020;

#### **Member participation.**

(7) Has participated directly in the activities conducted by the organization over the past twelve months. For purposes of this section, participation by a member in any of the following activities during the twelve-month period immediately preceding an application for certification shall be prima facie evidence of direct participation:

(a) Attended at least one regular membership meeting; or

(b) Voted in person or, if authorized by the organization's bylaws, by proxy at a meeting at which officers and/or board members were elected; or

(c) Has been actively involved in policy setting for the organization by serving as a member of the board of directors or a similar policy setting position; or

(d) Has paid dues imposed by the organization; or

(e) Has served as a volunteer providing services or raising funds from nongambling sources; or

(f) Has maintained a level of communications with the organization that would allow them to demonstrate in-depth knowledge regarding the activities of the organization. In-depth knowledge would include:

(i) The types of program services provided;

(ii) The scope of program services provided;

(iii) Sources and levels of funding available to the organization; and

(iv) Key plans, including major programs and capital projects.

#### Cities and towns exempted.

(8) Incorporated towns or cities applying for a license to conduct gambling activities are exempted from all requirements of this section. The citizens of an incorporated town or city, who are registered to vote in the election for the mayor or governing body of such town or city, are deemed to be "active members" of such towns and cities.

[Statutory Authority: RCW 9.46.070. 00-07-140 (Order 381), § 230-02-183, filed 3/22/00, effective 7/1/00; 95-07-093, § 230-02-183, filed 3/17/95, effective 7/1/95. Statutory Authority: RCW 9.46.070, 9.46.0261 and 9.46.0209. 94-01-035, § 230-02-183, filed 12/6/93, effective 1/6/94.]

**WAC 230-02-185 Athletic defined.** Athletic means activities which provide entertainment/pleasure or which promote physical fitness, sportsmanship, and development of amateur athletes through the conducting of athletic contests and training programs. For purposes of this title, athletic is further defined in the following categories:

(1) Educational - The training of youth 17 years old and younger to enhance normal physical and social development and to prevent juvenile delinquency;

(2) Patriotic - Fostering and promoting national and international amateur competition; and

(3) Recreational - Providing recreational activities for adults.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-02-185, filed 4/18/89, effective 7/1/89.]

**WAC 230-02-188 Agricultural defined.** Agricultural means promoting the art or science of cultivating land, harvesting crops or aquatic resources, or raising livestock. Incorporated granges as set out in chapter 24.28 RCW are encompassed within this definition.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-02-188, filed 4/18/89, effective 7/1/89.]

**WAC 230-02-191 Agricultural fair defined.** Agricultural fair means those activities authorized by chapters 15.76 and 36.37 RCW and includes the exhibition of livestock, agricultural produce of all kinds, products of the farm home and educational contests, and displays and demonstrations designed to train youth and promote the welfare of farm and rural living.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-02-191, filed 4/18/89, effective 7/1/89.]

**WAC 230-02-200 Operator defined.** An "operator" is any person who purchases or otherwise receives equipment for use in authorized gambling activities, including but not limited to punch boards or pull-tabs, with or without any merchandise to be awarded as prizes in connection with the operation of said equipment, from a manufacturer or distributor, and who operates or displays said equipment for use upon payment of a consideration.

[Order 5, § 230-02-200, filed 12/19/73.]

(2007 Ed.)

**WAC 230-02-203 Lending agent, loan servicer, and placement agent defined.** A person or entity, other than a regulated lending institution, that finds, places, administers, facilitates, or services loans to licensees and whose services include, but are not limited to, one or more of the following:

- (1) Charging an ongoing fee for their services;
- (2) Maintaining rights as the lender;
- (3) Determining when the loan is in default; or
- (4) Maintaining access to collateral.

[Statutory Authority: RCW 9.46.070. 06-23-156 (Order 464), § 230-02-203, filed 11/22/06, effective 1/1/07.]

**WAC 230-02-204 Regulated lending institution defined.** A regulated lending institution is any state or federally regulated organization primarily in the business of lending money. An organization must demonstrate that it is a regulated lending institution by meeting all of the following criteria:

(1) Is registered and actively regulated by the Securities and Exchange Commission or any United States federal or state governmental banking or financial regulatory agency. Lending institutions must demonstrate to the commission that they are actively regulated by at least:

(a) Annually reporting information on their lending activities to the regulatory agency; and

(b) Receiving regular audits or inspections by the regulatory agency.

(2) Is acting as a passive investor in the licensee to which they are lending money. For the purposes of this rule, passive investors are those who do not have actual or potential influence over the operations of the licensed entity. A lending institution will not be considered a passive investor if they:

(a) Appoint or have the right to appoint officers, directors, consultants, or other positions with the licensee; or

(b) Require the licensed establishment to seek their approval or authorization in making business decisions for the organization; or

(c) Have full access to records of the establishment; or

(d) Have the ability to convert the debt into shares which would result in the lender becoming a substantial interest holder in the licensee per WAC 230-02-300(4).

(3) A majority of its outstanding loans receivable are from businesses not engaged in gambling activities.

[Statutory Authority: RCW 9.46.070. 06-23-156 (Order 464), § 230-02-204, filed 11/22/06, effective 1/1/07.]

**WAC 230-02-205 Gambling service supplier defined.** A "gambling service supplier" is any person who provides gambling related services for compensation, whether directly or indirectly.

(1) Gambling related services include at least the following:

(a) Providing consulting or advisory services regarding gambling activities;

(b) Providing gambling related management services;

(c) Providing financing for purchases or leases of gambling equipment or for providing financing for infrastructure or facilities, or equipment that supports gambling operations for more than one licensee. For purposes of this section, financing by any bank, mutual savings bank, or credit union regulated by the department of financial institutions or any

federally regulated commercial lending institution shall not be deemed as providing gambling related services;

(d) Acting as a lending agent, or loan servicer, or placement agent as defined in WAC 230-02-203;

(e) Providing any other service or activity where influence may be exerted over any gambling activity licensed by the commission;

(f) Providing assembly of components for gambling equipment under a contract with a licensed manufacturer or entering into an ongoing financial arrangement for gambling related software with a licensed manufacturer;

(g) Providing installation, integration, maintenance, or any other service of digital surveillance systems that allows direct access to the operating system;

(h) Training individuals to conduct authorized gambling activities; or

(i) Performing the testing and certification of tribal lottery systems in meeting requirements specified in the tribal-state compact.

(2) The term "gambling services supplier" does not include the following:

(a) Universities and colleges that are regulated by the Washington state board of community and technical colleges and the higher education coordinating board which train individuals to conduct authorized gambling activities;

(b) Licensed manufacturers or distributors who service and repair pull-tab dispensing devices, bingo equipment or any other authorized gambling equipment;

(c) Attorneys, accountants, and governmental affairs consultants whose primary business is providing professional services that are unrelated to the management or operation of gambling activities;

(d) Persons that only provide nonmanagement related recordkeeping services for punch board and pull-tab operators, when the combined total gross billings from such services do not exceed twenty-five thousand dollars during any calendar year;

(e) Persons that provide names, images, artwork or associated copyrights, or trademarks, or patent use, or other features that do not affect the results or outcome of the game, for use in gambling equipment; and

(f) Regulated lending institutions as defined in WAC 230-02-204.

[Statutory Authority: RCW 9.46.070. 06-23-156 (Order 464), § 230-02-205, filed 11/22/06, effective 1/1/07; 06-07-084 (Order 456), § 230-02-205, filed 3/14/06, effective 7/1/06; 04-19-069 (Order 436), § 230-02-205, filed 9/16/04, effective 1/1/05; 00-05-102 (Order 380), § 230-02-205, filed 2/16/00, effective 7/1/00; 98-19-133 (Order 361), § 230-02-205, filed 9/23/98, effective 1/1/99; 97-24-031, § 230-02-205, filed 11/25/97, effective 1/1/98.]

**WAC 230-02-206 Gambling service supplier representative defined.** A "gambling service supplier representative" is any natural person who:

(1) Represents a licensed gambling service supplier and who is directly involved in providing a service listed in WAC 230-02-205(1);

(2) Instructs card room activities to students enrolled in a university or college regulated by the Washington state board of community and technical colleges, and the higher education coordinating board when such instruction covers dealer procedures as opposed to general casino management.

[Title 230 WAC—p. 8]

[Statutory Authority: RCW 9.46.070. 00-05-102 (Order 380), § 230-02-206, filed 2/16/00, effective 7/1/00; 97-24-031, § 230-02-206, filed 11/25/97, effective 1/1/98.]

**WAC 230-02-207 Linked bingo prize provider defined.** A "linked bingo prize provider" is any person who provides bingo licensees the means to link bingo prizes. This person may provide the licensees equipment, linked bingo prize management, and distribute necessary gambling equipment and supplies.

A "linked bingo prize provider" is not a "distributor" if the only gambling equipment and supplies they furnish to bingo operators is to be used exclusively for bingo games that are played to win the linked bingo prize.

In no circumstances may a linked bingo prize provider assume ultimate responsibility for an operator's bingo game operation.

[Statutory Authority: RCW 9.46.070. 98-24-090 (Order 369), § 230-02-207, filed 12/1/98, effective 1/1/99.]

**WAC 230-02-208 Punch board and pull-tab service business defined.** "Punch board and pull-tab service business" is defined as a person that provides recordkeeping services for punch board and pull-tab operators for compensation and:

(1) The individuals are not employees of the operator;

(2) The recordkeeping services do not include recommendations or advice of a management nature;

(3) The combined total gross billings for such services during any calendar year does not exceed twenty-five thousand dollars; and

(4) The records completed are normally the responsibility of the operator. For purposes of this section, recordkeeping duties that are normally the responsibility of the operator include at least the following:

(a) Reconciling sales, prizes, and cash on hand for punch boards and pull-tab series;

(b) Completing mandatory records required by WAC 230-08-010: Provided, That recordkeeping services provided by a professional accounting business are exempt from these requirements when:

(i) The business performs services other than punch board and pull-tab records for the licensee;

(ii) The business has clients other than punch board and pull-tab licensees; and

(iii) The recordkeeping service only includes transcribing entries from the licensee into the required format; and/or

(c) Storing boards and series removed from play.

[Statutory Authority: RCW 9.46.070. 06-07-084 (Order 456), § 230-02-208, filed 3/14/06, effective 7/1/06; 98-19-130 (Order 362), § 230-02-208, filed 9/23/98, effective 1/1/99.]

**WAC 230-02-210 Distributor defined.** A "distributor" is any person who purchases or otherwise obtains a completed piece of equipment for use in authorized gambling activities, including but not limited to punch boards or pull-tabs, from any person and sells or otherwise furnishes such equipment, with or without merchandise to be awarded as prizes in connection therewith, to another person for the resale of or the display or operation of that equipment. A manufacturer who sells or otherwise furnishes such equip-

(2007 Ed.)



ment not manufactured by him to any other person for resale or for display or operation of that equipment is also a "distributor."

As used in these rules, the term "distributor" shall include a person who services and repairs pull-tab dispensing devices, bingo equipment, or any other authorized gambling equipment and makes no addition, modification or alteration of the device.

The term "distributor" does not include persons that perform routine maintenance, such as lubrication, cleaning, replacement of electrical fuses or bulbs, or other activities that are not directly related to the operation of the equipment.

[Statutory Authority: RCW 9.46.070(4) and 9.46.215. 95-19-071, § 230-02-210, filed 9/18/95, effective 1/1/96. Statutory Authority: RCW 9.46.070. 94-01-033 § 230-02-210, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 9.46.070(4). 81-09-055 (Order 106), § 230-02-210, filed 4/17/81; Order 80, § 230-02-210, filed 12/28/77; Order 5, § 230-02-210, filed 12/19/73.]

**WAC 230-02-218 Linked bingo prize provider representative defined.** A "linked bingo prize provider representative" is any natural person who represents a "linked bingo prize provider" in any of their activities in connection with the management of a linked bingo prize game or distribution of linked bingo prize game supplies.

[Statutory Authority: RCW 9.46.070. 98-24-090 (Order 369), § 230-02-218, filed 12/1/98, effective 1/1/99.]

**WAC 230-02-220 Distributor's representative defined.** A "distributor's representative" is any natural person who represents a distributor in any of his activities in connection with the sale or furnishing of equipment for use in authorized gambling activities, including but not limited to punch boards and pull-tabs.

[Order 5, § 230-02-220, filed 12/19/73.]

**WAC 230-02-225 Manufacturer's representative defined.** A "manufacturer's representative" is any natural person who represents a manufacturer in any one of the manufacturer's activities in connection with the sale or furnishing of equipment for use in authorized gambling activities, including but not limited to, punch boards and pull-tabs.

[Order 9, § 230-02-225, filed 12/19/73.]

**WAC 230-02-230 Manufacturer defined.** A "manufacturer" is any person who fabricates or assembles, from raw materials or subparts, a completed piece of equipment or pieces of equipment for use in authorized gambling activities, including but not limited to punch boards and pull-tabs and bingo equipment, and who sells or otherwise furnishes the same to any distributor, operator, or retail outlet.

The term shall include, but not be limited to, any person who converts, modifies, combines, adds to, or removes parts or a portion from any item, device, or assembly to further its promotion, sale, or use as a gambling device or gambling record in this state: Provided, That a person adding only promotional flares to punch boards or pull-tab series to advise the public of the prizes available, the rules of play, and the consideration required shall not be deemed a manufacturer.

The term "manufacturer" shall not include a licensed distributor or distributor's representative who services or repairs

pull-tab dispensing devices or bingo equipment, so long as no addition to, or modification or alteration of, the device is made: Provided, That distributors may perform modifications provided by manufacturers to upgrade equipment to current technology or to remove and install general purpose equipment for trade-in purposes.

[Statutory Authority: RCW 9.46.070. 94-01-033 § 230-02-230, filed 12/6/93, effective 1/6/94; Order 80, § 230-02-230, filed 12/28/77; Order 14, § 230-02-230, filed 3/27/74; Order 5, § 230-02-230, filed 12/19/73.]

**WAC 230-02-240 Commercial gambling manager defined.** A "commercial gambling manager" is a person, whether compensated or not, who is responsible for operating and controlling authorized commercial gambling activities, and who has the authority to make decisions regarding the operation of such gambling activities. The gambling manager supervises and directs all other persons directly or indirectly involved in the conduct of such activities. A gambling manager may be: An owner; partner; officer of a corporation; or a person designated by any of the above. A gambling manager's duties include, but are not limited to the following: Hiring, firing, and evaluating gambling personnel; supervising and controlling the conduct of gambling activities; preparing or supervising the preparation of gambling records; controlling cash generated by gambling activities and making bank deposits; and purchasing gambling supplies. A commercial gambling manager is required to be licensed if they are responsible for supervising the operation of progressive jackpot pull-tab games as authorized in WAC 230-30-025.

[Statutory Authority: RCW 9.46.070, 9.46.120, 9.46.0273, 9.46.310 and 34.05.313. 96-24-006 (Order 305), § 230-02-240, filed 11/21/96, effective 1/1/97. Statutory Authority: RCW 9.46.070. 95-09-062 (Order 268), § 230-02-240, filed 4/18/95, effective 5/19/95. Statutory Authority: RCW 9.46.070 (7)(14). 91-07-021, § 230-02-240, filed 3/13/91, effective 4/13/91.]

**WAC 230-02-250 Bingo equipment.** Bingo equipment includes all equipment that is actually used, made for use, or sold for the purpose of use, in bingo games for which consideration is charged to participate and prizes are awarded to winners. Bingo equipment includes, but is not limited to:

- (1) Blowers or other devices from which balls are mixed and randomly withdrawn to determine the letters and numbers to be called;
- (2) Reusable and disposable bingo cards;
- (3) Electronic flashboards that interface with the mixing and selection device;
- (4) Electronic bingo card daubers, including software or equipment interfaced with such; and
- (5) Any other device commonly used in the direct operation of the game: Provided, That general purpose equipment and supplies that are only indirectly involved in the conduct of the game shall not be deemed bingo equipment. The following equipment and supplies will not be deemed bingo equipment for purposes of this title:
  - (a) Tables, chairs, or card stands;
  - (b) Audio or video equipment used only to communicate progress of the game to players;
  - (c) Computer or cash register equipment used to record sales or act as a storage medium for records;
  - (d) General supplies, such as glue sticks, daubers, and other items for resale to players; and

(e) Bingo games manufactured and sold for recreational purposes.

[Statutory Authority: RCW 9.46.070. 95-19-070, § 230-02-250, filed 9/18/95, effective 1/1/96; 94-01-033 § 230-02-250, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 9.46.070 (8), (11), and (14). 83-13-050 (Order 134), § 230-02-250, filed 6/14/83; Order 29, § 230-02-250, filed 1/23/75.]

**WAC 230-02-255 Linked bingo prize defined.** A linked bingo prize is a prize that is awarded to a player who is competing against players from multiple participating licensed bingo halls. Categories of prizes include:

(1) The main prize, which is the prize paid each time the game is played to the first verified winner(s);

(2) The consolation prize, which is the prize paid at each participating licensed bingo hall after the main prize has been determined; and

(3) The bonus prize, which is a prize awarded when a player achieves the winning pattern in a predetermined number of calls or on a specific predetermined number.

[Statutory Authority: RCW 9.46.070. 98-24-090 (Order 369), § 230-02-255, filed 12/1/98, effective 1/1/99.]

**WAC 230-02-260 Pull-tab defined.** A "pull-tab" is a single folded or banded ticket or is a card, the face of which is initially covered or otherwise hidden from view to conceal a number, symbol or set of symbols, a few of which numbers or symbols out of every set of pull-tabs have been designated in advance and at random as prize winners, when, for the opportunity to obtain each such folded or banded ticket or card, view the numbers or symbols thereon and possibly obtain a prize winning pull-tab, a person pays some consideration to an operator.

[Order 5, § 230-02-260, filed 12/19/73.]

**WAC 230-02-270 Punch board defined.** "Punch board" means a board or device containing a number of receptacles of uniform size in which are placed, at random, punches (slips of paper or other substance, imprinted with numbers or symbols) and which:

(1) A specific serial number is assigned to the punch board and printed on each punch;

(2) A flare or face sheet covers the receptacles and sets out the winning numbers or symbols and prizes which may be won;

(3) Upon the payment of consideration, a player may select and remove a punch from a receptacle; and

(4) A prize is awarded if the number or symbol, set out on the selected punch, matches a symbol on the flare or face sheet.

[Statutory Authority: RCW 9.46.070. 93-12-082, § 230-02-270, filed 5/28/93, effective 7/1/93. Statutory Authority: Chapter 9.46 RCW. 86-19-056 (Order 161), § 230-02-270, filed 9/15/86; Order 5, § 230-02-270, filed 12/19/73.]

**WAC 230-02-278 Program service expenses defined.** Program service expenses are those relating to providing care, support, or assistance to individuals, and/or sponsoring or conducting activities that directly relate to the organization's stated purposes. These expenses are allocated as set

forth in WAC 230-08-095. The following will be considered program service expenses:

(1) Services directly provided to the public or the organization's members through programs operated by the organization; or

(2) Services indirectly provided by:

(a) Making contributions to individuals or to other service-providing organizations;

(b) Funding scholarships; or

(c) Sponsoring activities directly related to any organizational purposes set out in WAC 230-04-024 (1)(b).

[Statutory Authority: RCW 9.46.070 (1), (8-11), (14), (16), (20). 96-07-075, § 230-02-278, filed 3/19/96, effective 7/1/96. Statutory Authority: RCW 9.46.070, 9.46.0261 and 9.46.0209. 94-01-035, § 230-02-278, filed 12/6/93, effective 1/6/94.]

**WAC 230-02-279 Supporting service expenses defined.** Supporting service expenses are those related to activities that are essential to the general operation of the organization's programs, but which are not directly identifiable to a specific program. These expenses are allocated as set forth in WAC 230-08-095. Supporting service expenses typically include management, general overhead, and any expenses related to the solicitation of contributions: Provided, That supporting service expenses do not include extraordinary items which are unusual and infrequent in nature. The following expenditures shall be considered supporting service expenses:

(1) Wages and benefits for general operation of the organization such as executive directors and other management or support personnel (secretarial, reception, bookkeeping, etc.);

(2) Expenses related to providing an administrative office, including rent, depreciation, interest, utilities, taxes, insurance, and supplies;

(3) General management functions of the organization such as planning (budget, etc.), recruiting and training staff, and procuring and distributing materials;

(4) Scheduling and conducting board, committee, and membership meetings;

(5) Publicizing the organization: Provided, That solicitation of new members or volunteers, or announcements and publications intended to educate the public regarding services provided by the organization, shall be deemed to be program service expenses;

(6) Outside supporting services such as accounting, audit, legal, etc.;

(7) General expenses related to the solicitation of contributions or grants; and

(8) Any net loss from nongambling fund-raising activities.

[Statutory Authority: RCW 9.46.070 (1), (8-11), (14), (16), (20). 96-07-075, § 230-02-279, filed 3/19/96, effective 7/1/96.]

**WAC 230-02-280 Identification and inspection services stamps.** Identification and inspection services stamps are printed under the control of the commission for purposes of identifying and controlling gambling devices within the state of Washington. Each stamp is pregglued and imprinted with the seal of the commission and an unique number or combination of alpha characters and numbers.

[Statutory Authority: RCW 9.46.070 (8), (11) and (14), 88-13-060 (Order 179), § 230-02-280, filed 6/14/88.]

**WAC 230-02-290 Records entry labels.** Record entry labels are a set of removable, preglued labels, attached to identification and inspection services stamps and imprinted with the same unique number or combination of alpha characters and numbers as the stamp, plus an electronically identifiable bar code equivalent of the identification number. These labels are attached to a punch board or pull-tab series flare by the manufacturer of the punch board or pull-tab at the same time the identification and inspection services stamp is attached. These labels may only be removed and used as record entries as prescribed by other rules of this section.

[Statutory Authority: RCW 9.46.070 (8), (11) and (14), 88-13-060 (Order 179), § 230-02-290, filed 6/14/88.]

**WAC 230-02-300 Substantial interest holder defined.** Substantial interest holder means a person who has actual or potential influence over the management or operation of any organization, association or other business entity. Evidence of substantial interest includes, but is not limited to, one or more of the following:

- (1) Directly or indirectly owning, operating, managing or controlling an entity or any part of an entity; or
- (2) Directly or indirectly profiting from or assuming liability for debts of the entity; or
- (3) Is an officer or director of the entity; or
- (4) Owning ten percent or more of any class of stock in a privately or closely held corporation, or five percent or more of any class of stock in a publicly traded corporation; or
- (5) Furnishing ten percent or more of the capital, whether in cash, goods, or services, for the operation of the business during any calendar year; or
- (6) Directly or indirectly receiving a salary, commission, royalties or other form of compensation from the gambling activity in which an entity is or seeks to be engaged.

[Statutory Authority: RCW 9.46.070 (1)-(4), (7), (8), (11), (12), (14), (20) and 9.46.110 (3), (4), 95-23-109, § 230-02-300, filed 11/22/95, effective 1/1/96; Order 23, § 230-02-300, filed 9/23/74; Order 12, § 230-02-300, filed 2/14/74; Order 5, § 230-02-300, filed 12/19/73.]

**WAC 230-02-310 Bona fide newspaper or magazine defined.** A newspaper or magazine shall be "bona fide" only if:

- (1) To conduct, or participate in conducting, the contest or drawing of which the coupon or entry blank is a part is not a primary purpose underlying the publication; and
- (2) The price of the publication is consistent with the price of similar publications sold in the state which contain no such coupons or entry blanks; and
- (3) The publication has been published regularly and continuously for a period of at least three months prior to any such coupon or entry blank appearing therein; and
- (4) At least three regularly scheduled issues have been published prior to any such coupon or entry blank appearing therein.

[Order 42, § 230-02-310, filed 9/18/75; Order 14, § 230-02-310, filed 3/27/74.]

(2007 Ed.)

**WAC 230-02-350 Commercial stimulant defined.** "Commercial stimulant" means a licensed gambling activity operated by an established food and/or drink business with the purpose of increasing the volume of food and/or drink sales for "on-premises" consumption.

[Statutory Authority: RCW 9.46.070 and 9.46.0217, 95-07-094, § 230-02-350, filed 3/17/95, effective 7/1/95. Statutory Authority: Chapter 9.46 RCW, 87-07-038 (Order 165), § 230-02-350, filed 3/16/87; 86-24-025 (Order 163), § 230-02-350, filed 11/24/86; 86-17-057 (Order 160), § 230-02-350, filed 8/18/86. Statutory Authority: RCW 9.46.020(5), 82-23-050 (Order 125), § 230-02-350, filed 11/15/82. Statutory Authority: RCW 9.46.020(5) and section 1(5), chapter 326, Laws of 1977 ex. sess. and RCW 9.46.070(4), 78-03-061 (Order 81), § 230-02-350, filed 2/22/78; Order 78, § 230-02-350, filed 11/17/77; Order 29, § 230-02-350, filed 1/23/75; Order 23, § 230-02-350, filed 9/23/74.]

**WAC 230-02-360 Licensed premises defined.** "Licensed premises" means the physical building and property, upon which the licensed gambling activity occurs, as set out on the license application and approved by the commission: Provided, That when only a portion of a building is utilized for purposes of operating a food and/or drink business or for conducting gambling or related activities, only that portion set out in the application on file with the commission, shall be considered the licensed premises.

[Statutory Authority: RCW 9.46.070 and 9.46.0217, 95-07-094, § 230-02-360, filed 3/17/95, effective 7/1/95. Statutory Authority: Chapter 9.46 RCW, 86-19-056 (Order 161), § 230-02-360, filed 9/15/86, effective 1/1/87.]

**WAC 230-02-370 Food and/or drink business defined.** "Food and/or drink business" means any business which is primarily engaged in the sale of food and/or drink items, to persons other than owners, employees, or substantial interest holders, for consumption on the licensed premises.

[Statutory Authority: RCW 9.46.070 and 9.46.0217, 95-07-094, § 230-02-370, filed 3/17/95, effective 7/1/95. Statutory Authority: Chapter 9.46 RCW, 86-19-056 (Order 161), § 230-02-370, filed 9/15/86, effective 1/1/87.]

**WAC 230-02-380 Established business defined.** "Established business" means any business that has applied for and received all licenses or permits required by any state or local jurisdictions and has been open to the public for a period of not less than ninety days: Provided, That the commission may grant "established" status to a business that:

- (1) Has completed all construction and is ready to conduct business;
- (2) Has obtained all required licenses and permits;
- (3) Provides the commission a planned operating schedule which includes estimated gross sales from each separate activity to be conducted on the proposed premises, including but not limited to the following:
  - (a) Food and/or drinks for on-premises consumption;
  - (b) Food and/or drinks "to go"; and
  - (c) All other business activities.
- (4) Passes an inspection by the commission.

[Statutory Authority: RCW 9.46.070 and 9.46.0217, 95-07-094, § 230-02-380, filed 3/17/95, effective 7/1/95. Statutory Authority: Chapter 9.46 RCW, 86-19-056 (Order 161), § 230-02-380, filed 9/15/86, effective 1/1/87.]

**WAC 230-02-405 Specific authorized card games.** These games include, and are limited to, each card game

authorized by the commission under WAC 230-40-010 when played as permitted by that rule.

[Statutory Authority: RCW 9.46.070(10), 81-09-055 (Order 106), § 230-02-405, filed 4/17/81; Order 29, § 230-02-405, filed 1/23/75.]

**WAC 230-02-410 Public card room.** A public card room is that area of the premises of a profit seeking retail business which has been specifically set aside or designated by the licensee and approved by the commission for the playing of cards by members of the public as a commercial stimulant to that business in accordance with state law and the rules of the commission.

[Order 23, § 230-02-410, filed 9/23/74.]

**WAC 230-02-412 Gambling equipment defined.** For purposes of this title, gambling equipment means any device, gambling related software, expendable supply or any other paraphernalia used in conjunction with or to facilitate gambling. Gambling equipment includes, but is not limited to:

- (1) Amusement games;
- (2) Punch boards and pull-tabs;
- (3) Devices for dispensing pull-tabs;
- (4) Electronic devices for conducting, facilitating or accounting for the results of gambling activities, including, but not limited to:
  - (a) Components of a tribal lottery system;
  - (b) Electronic devices for reading and displaying outcomes of gambling activities; and
  - (c) Accounting systems that are a part of, or directly connected to, a gaming system including, but not limited to:
    - (i) Bet totalizers;
    - (ii) Progressive jackpot meters; or
    - (iii) Keno systems;
- (5) Bingo equipment, as defined in WAC 230-02-250;
- (6) Equipment or machinery utilized for the manufacture of gambling equipment when such equipment is designed primarily for such purpose;
- (7) Devices and supplies used to conduct card games, fund-raising events, recreational gaming activities, or Class III gaming activities, as defined in the Indian Gaming Regulatory Act at U.S.C. 25 chapter 29 § 2703 and in tribal-state compacts, including, but not limited to:
  - (a) Gaming chips;
  - (b) Cards;
  - (c) Dice;
  - (d) Card shuffling devices;
  - (e) Graphical game layouts for table games;
  - (f) Ace finders or no-peek devices;
  - (g) Roulette wheels;
  - (h) Keno equipment; and
  - (i) Tables manufactured exclusively for gaming purposes.

[Statutory Authority: RCW 9.46.070, 03-11-042 (Order 421), § 230-02-412, filed 5/15/03, effective 7/1/03; 00-15-039 (Order 385), § 230-02-412, filed 7/14/00, effective 1/1/01.]

**WAC 230-02-415 Card room employee defined.** A "card room employee" is any person who is involved in the operation of social card games conducted by a card room when such games involve the collection of fees.

[Title 230 WAC—p. 12]

Individuals who only perform duties of bartenders, waitresses or similar functions limited to providing food and drink service within the card room portion of the licensed premises are not "card room employees." Persons performing at least the following functions shall be designated as card room employees:

- (1) Collecting fees;
- (2) Dealing;
- (3) Supervising any card game or card room employee, such as acting as a pit boss, floor person, section supervisor, etc.;
- (4) Cashier duties such as selling or redeeming chips;
- (5) Surveillance of dealers and card games to detect cheating or control functions;
- (6) Controlling card room funds including keys to secure locations;
- (7) Facilitating any part of the operation of a card game.

[Statutory Authority: RCW 9.46.070, 00-09-052 (Order 383), § 230-02-415, filed 4/14/00, effective 5/15/00. Statutory Authority: RCW 9.46.070(5), 98-04-023, § 230-02-415, filed 1/28/98, effective 7/1/98. Statutory Authority: RCW 9.46.070(16), 78-06-066 (Order 85), § 230-02-415, filed 5/25/78.]

**WAC 230-02-418 Charitable or nonprofit gambling manager defined.** A "charitable or nonprofit gambling manager" is any member or employee of a charitable or nonprofit organization who has the ability to, directly or indirectly, exercise a material degree of control over the operation of any gambling activity or the disbursement of funds generated from gambling activities. This definition includes all persons compensated to advise the board and/or officers regarding specific aspects of operating any gambling activity, whether as a consultant or any other short-term contract basis: Provided, That charitable or nonprofit organizations currently licensed to operate gambling activities, or their members or employees, may provide nonspecific advice to any other charitable/nonprofit organization, without being deemed a gambling manager for the receiving organization, if they are not directly or indirectly compensated for such advice. This section is not intended to restrict actions regarding the operation of any gambling activity that are initiated by the board and/or officers, if such actions are implemented through a gambling manager appointed by the board and/or officers.

For purposes of this title, the following individuals shall be deemed to be charitable or nonprofit gambling managers:

- (1) Any member or employee who has the primary responsibility to supervise the operation of any gambling activity;
- (2) Any employee of the organization who has been assigned the responsibility of supervising another gambling manager by the governing board or officers; or
- (3) The employee who the officers or governing board of directors has delegated the highest level of authority over the day-to-day affairs of the organization and who is responsible for disbursement of funds generated from gambling activities and/or safeguarding assets purchased with funds generated from gambling activities.

[Statutory Authority: RCW 9.46.070, 95-09-062 (Order 268), § 230-02-418, filed 4/18/95, effective 5/19/95. Statutory Authority: RCW 9.46.070 (7), (17), (8) and (9), 91-13-070 (Order 223), § 230-02-418, filed 6/17/91, effective 7/18/91. Statutory Authority: RCW 9.46.070(17), 81-21-032 (Order 113), § 230-02-418, filed 10/15/81.]

**WAC 230-02-420 Social card room.** A social card room is that area of the premises of a bona fide charitable or nonprofit organization which has been specifically set aside or designated by the licensee and approved by the commission for the playing of cards by bona fide members of that organization and their guests only, in accordance with state law and the rules of the commission.

[Order 23, § 230-02-420, filed 9/23/74.]

**WAC 230-02-430 Guest.** The term guest shall include only those persons not a member of a bona fide charitable or nonprofit organization, who are allowed to use the facilities of the organization to play card games, only when accompanied by the regular member of the organization sponsoring the guest and for a fee not to exceed the maximum fee for the playing of cards as set by the commission: Provided, That persons holding a valid "guest" card in accordance with Washington state liquor control board regulation 106 (WAC 314-04-040), need not be accompanied by a member.

If a person is charged, directly or indirectly, more than the maximum fee set by the commission to enter the facility and play cards, he is not a guest for the purpose of these rules.

[Order 23, § 230-02-430, filed 9/23/74.]

**WAC 230-02-440 Calendar day defined.** "Calendar day" means a twenty-four hour period commencing at 12:01 a.m. and ending at 12 o'clock midnight.

[Order 78, § 230-02-440, filed 11/17/77.]

**WAC 230-02-450 Three consecutive days defined.** "Three consecutive days" shall include any period of up to seventy-two consecutive hours.

[Order 78, § 230-02-450, filed 11/17/77.]

**WAC 230-02-455 Social pastime defined.** "Social pastime" means a gambling activity conducted primarily for entertainment. Charitable or nonprofit organizations are deemed to be conducting bingo as a social pastime when licensed to receive \$250,000 gross gambling receipts or less annually or operating under the provisions of RCW 9.46.-0321: Provided, That any licensee that pays wages or rent to conduct bingo shall be deemed to be operating bingo for purposes of fundraising and must comply with net return requirements for their class of license, as set forth in Table 1 of WAC 230-20-059.

[Statutory Authority: RCW 9.46.070, 9.46.0209, 9.46.0237, 9.46.0205 and 9.46.075, 96-24-008 (Order 303), § 230-02-455, filed 11/21/96, effective 12/22/96.]

**WAC 230-02-500 Drawing defined.** A drawing is defined as an approved random selection process for determining winners in a raffle. To be random, each ticket in the drawing must have an equal chance of selection.

[Statutory Authority: RCW 9.46.070 (11), (14) and 9.46.0218 [9.46.0281], 89-05-024 (Order 186), § 230-02-500, filed 2/13/89.]

**WAC 230-02-503 Fund-raising defined.** "Fund-raising" means a gambling activity conducted for purposes of obtaining funds for a charitable or nonprofit organization's programs and which is operated with a profit motive. Organi-

(2007 Ed.)

zations are deemed to be conducting bingo for fund-raising to support the purposes of the organization when licensed to receive more than \$250,000 gross gambling receipts.

[Statutory Authority: RCW 9.46.070, 9.46.0209, 9.46.0237, 9.46.0205 and 9.46.075, 96-24-008 (Order 303), § 230-02-503, filed 11/21/96, effective 12/22/96.]

**WAC 230-02-504 Fund-raising event defined.** "Fund-raising event," as set forth in RCW 9.46.0233, is an event conducted by a charitable or nonprofit organization to raise money for the organization's stated goals and purposes. During these limited duration events, bingo, amusement games, contests of chance, lotteries, and raffles may be conducted.

[Statutory Authority: RCW 9.46.070, 00-15-048 (Order 387), § 230-02-504, filed 7/17/00, effective 8/17/00.]

**WAC 230-02-505 Recreational gaming activity—Defined.** A recreational gaming activity is a nongambling activity using poker tables and/or gambling devices authorized for use in fund-raising events, conducted no more than two times per calendar year, by or on behalf of an organization, business, or association, or department thereof. Only members and guests of the sponsoring organization, business, or association, or department thereof, may participate and the activity is subject to the requirements of WAC 230-25-330.

If a licensed distributor contracts with an organization, business, or association, or department thereof, to organize and conduct the recreational gaming activity on their behalf, the licensed distributor must send the commission a monthly schedule of activities for which they have contracted. This schedule must include the name of the organization, business, or association, or department thereof, and the date, location, and time of the activity. The schedule must identify any prior recreational gaming activities conducted by all licensed distributors on behalf of the organization, business, or association, or department thereof, within the last calendar year.

[Statutory Authority: RCW 9.46.070, 05-17-107 (Order 448), § 230-02-505, filed 8/16/05, effective 9/16/05. Statutory Authority: Chapter 9.46 RCW, 91-15-040 (Order 224), § 230-02-505, filed 7/17/91, effective 8/17/91.]

**WAC 230-02-510 Amusement device defined.** An amusement device is any mechanical, electro-mechanical, or electronic device through which the operation results in a game or contest which:

- (1) Is played only for entertainment;
- (2) Allows the player to actively participate;
- (3) The outcome of the game or contest depends in a material degree upon the skill of the player; and
- (4) The outcome is not in control of any person other than the player or players.

[Statutory Authority: RCW 9.46.070 and 9.46.0331, 91-19-093 (Order 227), § 230-02-510, filed 9/18/91, effective 10/19/91.]

**WAC 230-02-511 Attended amusement game defined.** Any amusement game conducted in a manner requiring the presence or assistance of any natural person as an attendant in the regular operation of the game shall be considered an attended amusement game.

[Statutory Authority: RCW 9.46.070, 96-07-076, § 230-02-511, filed 3/19/96, effective 7/1/96; 94-01-036, § 230-02-511, filed 12/6/93, effective 1/6/94.]

**WAC 230-02-512 Commercial amusement game operator defined.** A commercial amusement game operator is any person or organization, other than a charitable or non-profit organization, that receives revenue from the operation, rental, or lease, or otherwise shares in the proceeds of approved amusement games.

[Statutory Authority: Chapter 9.46 RCW. 91-21-053 (Order 228), § 230-02-512, filed 10/15/91, effective 11/15/91.]

**WAC 230-02-514 Coin or token activated amusement games defined.** Any amusement game consisting of a mechanical, electronic, or electro-mechanical machine or device which allows the player to activate the game by means of inserting one or more coins or tokens, and which dispenses a merchandise prize - or coupons, tickets or tokens which are redeemable for a merchandise prize - upon successfully achieving the stated goal of the game, shall be considered a coin or token activated amusement game. Any such game shall be conducted in accordance with all other rules of the gambling commission and provisions of chapter 9.46 RCW.

[Statutory Authority: RCW 9.46.070. 94-01-036, § 230-02-514, filed 12/6/93, effective 1/6/94.]

**WAC 230-02-515 School hours defined.** School hours are defined as 8:00 a.m. through 3:00 p.m., Monday through Friday, using the operating schedule of the public school district in which the activity is located. Provided, That upon written permission of the commission director, school hours may be adjusted to allow participants in school sponsored activities to utilize amusement games at licensed locations.

[Statutory Authority: RCW 9.46.070 and 9.46.0331. 91-19-093 (Order 227), § 230-02-515, filed 9/18/91, effective 10/19/91.]

**WAC 230-02-520 School-aged minors defined.** School-aged minors are defined as persons that are at least six years old and who have not reached an age of eighteen years.

[Statutory Authority: RCW 9.46.070 (1), (3), (8), (9), (11), (13), (14), (20) and 9.46.0331. 97-09-073, § 230-02-520, filed 4/22/97, effective 7/1/97. Statutory Authority: RCW 9.46.070 and 9.46.0331. 91-19-093 (Order 227), § 230-02-520, filed 9/18/91, effective 10/19/91.]

## Chapter 230-03 WAC

### PERMITTING AND LICENSING RULES

#### WAC

##### TERMS USED IN THIS CHAPTER

230-03-001 "We," "our," and "us" mean the commission and staff.

##### ACTIVITIES REQUIRING A PERMIT AND RULES FOR THOSE ACTIVITIES

230-03-005 Permits for recreational gaming activities.  
 230-03-010 Fund-raising equipment distributors must report recreational gaming activities.  
 230-03-015 Permits to conduct bingo at agricultural fairs.  
 230-03-020 Punch board and pull-tab service business permit.  
 230-03-025 Applying for a manufacturer's special sales permit.  
 230-03-030 Other licenses, certificates, inspections, or permits needed to be considered for a gambling license.  
 230-03-035 Applying for a license.  
 230-03-040 Signing the application.  
 230-03-045 Defining substantial interest holder.  
 230-03-050 Additional information required from applicants for licensing.  
 230-03-051 Incorporated cities and towns exempt from some information requirements for application.  
 230-03-055 Reporting changes to application.

230-03-060 Fingerprinting of applicants.  
 230-03-065 Spouses must also be qualified.  
 230-03-070 Training required for licensing.  
 230-03-075 Withdrawing your application.  
 230-03-080 License approval process.  
 230-03-085 Denying, suspending, or revoking a license or permit.

##### ADDITIONAL LICENSING REQUIREMENTS FOR CHARITABLE AND NONPROFIT APPLICANTS

230-03-090 Defining "agricultural."  
 230-03-095 Defining "athletic."  
 230-03-100 Defining "charitable."  
 230-03-105 Defining "civic."  
 230-03-110 Defining "educational."  
 230-03-115 Defining "fraternal."  
 230-03-120 Defining "patriotic."  
 230-03-125 Defining "political."  
 230-03-130 Defining "religious."  
 230-03-135 Defining "social."  
 230-03-140 Full and regular membership requirements.  
 230-03-145 Additional requirements for charitable and nonprofit licensing.  
 230-03-150 Additional requirements for branches or chapters of eligible parent organizations.  
 230-03-155 Submitting a proposed plan of operations for charitable and nonprofit organizations.  
 230-03-160 Licensed charitable or nonprofit organizations prohibited from managing or operating commercial gambling activities.

##### ADDITIONAL REQUIREMENTS FOR COMMERCIAL AMUSEMENT GAME LICENSE APPLICANTS

230-03-165 Information required with license application for commercial amusement games.

##### ADDITIONAL REQUIREMENTS FOR COMMERCIAL STIMULANT APPLICANTS

230-03-170 Defining "business premises."  
 230-03-175 Requirements for commercial stimulant businesses.

##### ADDITIONAL LICENSING REQUIREMENTS CARD ROOM LICENSE APPLICANTS

230-03-180 Additional information required for a house-banked card room application.

##### ADDITIONAL REQUIREMENTS FOR MANUFACTURER, DISTRIBUTOR, AND GAMBLING SERVICE SUPPLIER LICENSE APPLICANTS LICENSING MANUFACTURERS AND DISTRIBUTORS

230-03-185 Applying for a manufacturer license.  
 230-03-190 Applying for a distributor license.  
 230-03-195 Additional information required from manufacturer and distributor license applicants.  
 230-03-200 Defining "gambling equipment."

##### LICENSING GAMBLING SERVICE SUPPLIERS

230-03-210 Applying for a gambling service supplier license.  
 230-03-211 Defining "lending agent," "loan servicer," or "placement agent."  
 230-03-212 Defining "regulated lending institution."  
 230-03-215 Gambling service suppliers prohibited from assuming ultimate responsibility.  
 230-03-220 Marketing level restrictions for punch board or pull-tab manufacturers, distributors, or operators.  
 230-03-225 Marketing level restrictions for punch board or pull-tab gambling service suppliers.

##### LICENSING LINKED BINGO PRIZE PROVIDERS

230-03-230 Applying for linked bingo prize provider license.

##### INDIVIDUAL LICENSES

##### Licensing Charitable or Nonprofit Gambling Managers

230-03-235 Applying for charitable or nonprofit gambling manager license.  
 230-03-240 Working before receiving a charitable or nonprofit gambling manager license.  
 230-03-245 Licensing period for charitable or nonprofit gambling manager.

##### LICENSING COMMERCIAL GAMBLING MANAGERS

230-03-250 Applying for a commercial gambling manager license.

- 230-03-255 Working before receiving a commercial gambling manager license.
- 230-03-260 Licensing period for commercial gambling manager.
- LICENSING CARD ROOM EMPLOYEES
- 230-03-265 Applying for a card room employee license.
- 230-03-270 Working as a card room employee before receiving a license.
- 230-03-275 Licensing period for card room employee.
- 230-03-280 Substantial interest holders not required to be licensed as card room employees.
- 230-03-285 Class III gaming employee working as card room employee.
- 230-03-290 Card room employees working for additional employer or changing employer.

REPRESENTATIVE LICENSING

- 230-03-300 Applying for a manufacturer's representative license.
- 230-03-305 Applying for a distributor's representative license.
- 230-03-310 Applying for a gambling service supplier's representative license.
- 230-03-315 Applying for a linked bingo prize provider representative license.
- 230-03-320 Substantial interest holders not required to be licensed as representatives.
- 230-03-325 Office, clerical, or warehouse workers not required to be licensed as representatives.
- 230-03-330 Representing only one employer at a time.
- 230-03-335 Representatives must not work before receiving a license.
- 230-03-340 Gambling service supplier representative must report conflicts of interest.

TERMS USED IN THIS CHAPTER

**WAC 230-03-001 "We," "our," and "us" mean the commission and staff.** In this chapter, "we," "our," and "us" mean the commission and commission staff. If a rule refers to the duties or rights of the commissioners or the director, the rule states specifically "commissioners" or "director."

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-001, filed 3/22/06, effective 1/1/08.]

ACTIVITIES REQUIRING A PERMIT AND RULES FOR THOSE ACTIVITIES

**WAC 230-03-005 Permits for recreational gaming activities.** A recreational gaming activity (RGA) is a non-gambling activity, using poker tables and gambling equipment authorized for use in fund-raising events, conducted no more than two times per calendar year, by, or on behalf of, a sponsoring organization, business, or association, or department of an organization, business, or association.

(1) An organization, business, or association, or department of an organization, business, or association, that holds or sponsors an RGA must either:

- (a) Apply for and get a permit before the event; or
- (b) Hire a licensed fund-raising equipment distributor to organize and conduct the activity.

(2) Only members and guests of the sponsoring organization, business, or association, or department of the sponsoring organization, business, or association, may participate in the RGA.

(3) Permit holders must:

- (a) Rent the gambling equipment used in the RGA from:
  - (i) A licensed distributor of fund-raising event equipment; or
  - (ii) A licensee who has conducted a fund-raising event within the last twelve months; and

- (b) Use scrip or chips which have no cash value; and
- (c) Limit the RGA to eight hours.
- (4) The permit holder may charge a fee to enter the premises if that fee pays for:
  - (a) An accompanying meal and entertainment associated with the RGA; or
  - (b) The costs of renting the equipment used in the RGA.
- (5) The permit holder may allow participants to redeem their scrip or chips for prizes. All prizes must be donated to, or provided by, the permit holder.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-005, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-010 Fund-raising equipment distributors must report recreational gaming activities.** If a licensed fund-raising equipment distributor contracts to organize and conduct a recreational gaming activity (RGA) on behalf of the organization, business, or association, or department of an organization, business, or association, the licensed distributor must send us a monthly schedule of those RGAs. The schedule must:

(1) Include the name of the sponsoring organization, business, or association, or department of an organization, business, or association, and the date, location, and time of the RGA.

(2) Identify any prior RGAs conducted by all licensed distributors on behalf of the sponsoring organization, business, or association, or department of an organization, business, or association, within the last calendar year.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-010, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-015 Permits to conduct bingo at agricultural fairs.** (1) You must apply to us if you wish to operate bingo games at agricultural fairs licensed to conduct bingo. You may apply for either:

- (a) An annual permit to conduct bingo games at agricultural fairs; or
- (b) A special property bingo permit to conduct bingo games at a single agricultural fair.

(2) Each agricultural fair is fully responsible for the operation of bingo conducted under its license.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-015, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-020 Punch board and pull-tab service business permit.** (1) You must apply for a punch board and pull-tab service business permit if you:

- (a) Reconcile sales, prizes, and cash on hand for punch board and pull-tab series; or
- (b) Complete records we require; or
- (c) Store punch boards and pull-tab series removed from play.

(2) The owners or employees of the punch boards and pull-tab service business must not be employees of the operator.

(3) The owners or employees of the punch boards and pull-tab service business must not provide management advice to the operator.

(4) The punch board and pull-tab service business must apply for a gambling service supplier license if combined gross billings exceed twenty-five thousand dollars during the permit period.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-020, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-025 Applying for a manufacturer's special sales permit.** (1) You may apply for a manufacturer's special sales permit if you:

- (a) Sell authorized gambling equipment; and
  - (b) Demonstrate that the anticipated profits from your sales will be below the cost of obtaining a manufacturer license.
- (2) Otherwise, you must apply for a manufacturer license.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-025, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-030 Other licenses, certificates, inspections, or permits needed to be considered for a gambling license.** Applicants must prove that they have the required applicable business licenses, permits, health certificates, fire inspections, and use and occupancy permits required by local authorities before being considered for a gambling license.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-030, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-035 Applying for a license.** (1) You must fully complete the license application form we provide in order to be considered for a license. You must return it, along with the appropriate fees, to our headquarters office.

(2) If your application is incomplete, you must provide us with the required items within thirty days of notification or we may administratively close the application.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-035, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-040 Signing the application.** The applicant signs the application under oath and under penalty of perjury under the laws of the state of Washington. This oath affirms that the information on the application and any accompanying materials is accurate and complete.

- (1) The person signing the application must be:
  - (a) The highest ranking officer of a charitable, nonprofit, or profit-seeking corporation, or limited liability company seeking licensure; or
  - (b) The owner of a sole proprietorship seeking licensure; or
  - (c) All partners of a partnership or general partner of a limited partnership seeking licensure; or
  - (d) The mayor or the mayor's designated representative of an incorporated city or town submitting the application.
- (2) The person seeking an individual license and a designated officer of the organization for which the person will work must both sign the application.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-040, filed 3/22/06, effective 1/1/08.]

[Title 230 WAC—p. 16]

**WAC 230-03-045 Defining substantial interest holder.** (1) "Substantial interest holder" means a person who has actual or potential influence over the management or operation of any organization, association, or other business entity.

(2) Evidence of substantial interest may include, but is not limited to:

- (a) Directly or indirectly owning, operating, managing, or controlling an entity or any part of an entity; or
- (b) Directly or indirectly profiting from an entity or assuming liability for debts or expenditures of the entity; or
- (c) Being an officer or director or managing member of an entity; or
- (d) Owning ten percent or more of any class of stock in a privately or closely held corporation; or
- (e) Owning five percent or more of any class of stock in a publicly traded corporation; or
- (f) Owning ten percent or more of the membership shares/units in a privately or closely held limited liability company; or
- (g) Owning five percent or more of the membership shares/units in a publicly traded limited liability company; or
- (h) Providing ten percent or more of cash, goods, or services for the start up of operations or the continuing operation of the business during any calendar year or fiscal year. To calculate ten percent of cash, goods, or services, take the operational expenses of the business over the past calendar or fiscal year, less depreciation and amortization expenses, and multiply that number by ten percent; or
- (i) Receiving, directly or indirectly, a salary, commission, royalties, or other form of compensation based on the gambling receipts.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-045, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-050 Additional information required from applicants for licensing.** (1) Applicants must give us details or copies of the following information on or attached to their application:

- (a) Articles of incorporation and bylaws; or, if not a corporation, a copy of any bylaws and other documents which set out the organizational structure and purposes of the organization; and
- (b) The name of the resident agent as required by state law, and the agent's business and home address; and
- (c) Internal Revenue Service tax exemption letter, if one is necessary; and
- (d) All lease or rental agreements, whether oral or written, between the applicant and the owner of the site where applicant will conduct gambling activity; and
- (e) Any franchise agreements or other agreements, whether written or oral, between applicant and distributors or manufacturers of equipment or between applicant and any other person whose agreements relate to gambling activities or gambling equipment; and
- (f) All proposed financing, consulting, and management agreements or contracts between applicant and any gambling service supplier; and
- (g) Enough personal information to ensure each substantial interest holder is qualified to hold a license or participate in an authorized gambling activity.

(2007 Ed.)



(2) Applicants must also give us any other information we request within thirty days of the request or within any other time frame we provide.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-050, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-051 Incorporated cities and towns exempt from some information requirements for application.** Incorporated cities or towns in the state of Washington must provide:

(1) All lease or rental agreements, whether oral or written, between the applicant and the owner of the site where applicant will conduct gambling activity; and

(2) Any franchise agreements or other agreements, whether written or oral, between applicant and distributors or manufacturers of equipment or between applicant and any other person whose agreements relate to gambling activities or gambling equipment; and

(3) All proposed financing, consulting, and management agreements or contracts between applicant and any gambling service supplier.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-051, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-055 Reporting changes to application.** You must notify us if any information required on the application changes or becomes inaccurate in any way within ten days of the change.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-055, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-060 Fingerprinting of applicants.** Applicants or persons holding a substantial interest may undergo a national criminal history background check, using fingerprints for the following licenses:

(1) Amusement games for commercial use: Class E and above; and

(2) Card games: Class E, Class F and house-banked card rooms; and

(3) Punch boards/pull-tabs for commercial stimulant: Class F and above; and

(4) Manufacturers: Class B and above; and

(5) Distributors: Class B and above; and

(6) Gambling service suppliers; and

(7) Representatives for distributors, manufacturers, gambling service suppliers, and linked bingo prize providers; and

(8) Managers of commercial gambling operations; and

(9) Public card room employees; and

(10) Linked bingo prize providers.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-060, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-065 Spouses must also be qualified.** (1) Applicants' spouses must also meet the qualifications to hold a gambling license when married persons who maintain a marital community apply for or hold a license to operate gambling activities. This includes, but is not limited to, owners and substantial interest holders of commercial gambling establishments and officers of charitable or nonprofit organizations.

(2007 Ed.)

(2) If you are a licensed employee of a gambling operation, your spouse does not need to meet the licensing qualifications.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-065, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-070 Training required for licensing.** (1) You must complete a training course we establish if you:

(a) Signed the licensing application; or

(b) Are a manager; or

(c) Are responsible for conducting gambling activities or completing records.

(2) You must complete training within thirty days of the effective date of your license.

(3) We do not require manufacturers or manufacturers' representatives to complete training.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-070, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-075 Withdrawing your application.** (1) You may withdraw your license application for any reason by sending written notice to us. We must receive your written request at our headquarters office before we issue or deny the license.

(2) Withdrawing an application will not affect any future application for a license.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-075, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-080 License approval process.** (1) The director may issue a temporary license on completion of the licensing investigation for licenses issued under RCW 9.46.070 (1) and (2).

(2) The commissioners take action on applications at a public meeting. These actions may include license approval, holding an application over to a future meeting, or returning an application to staff for further investigation.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-080, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-085 Denying, suspending, or revoking a license or permit.** We may deny, suspend, or revoke any license or permit, when the applicant, licensee, or anyone holding a substantial interest in the applicant's or licensee's business or organization:

(1) Commits any act that constitutes grounds for denying, suspending, or revoking licenses or permits under RCW 9.46.075; or

(2) Has been convicted of, or forfeited bond on a charge of, or pleaded guilty to a misdemeanor or felony crime involving physical harm to individuals. "Physical harm to individuals" includes any form of criminal assault, any crime involving a threat of physical harm against another person, or any crime involving an intention to inflict physical harm on another person; or

(3) Has demonstrated willful disregard for complying with ordinances, statutes, administrative rules, or court orders, whether at the local, state, or federal level; or

(4) Has failed to pay gambling taxes to local taxing authorities and the local taxing authority must petition us to take action; or

(5) Is serving a period of probation or community supervision imposed as a sentence for any juvenile, misdemeanor, or felony criminal offense, whether or not the offense is covered under RCW 9.46.075(4); or

(6) Is the subject of an outstanding gross misdemeanor or felony arrest warrant; or

(7) Poses a threat to the effective regulation of gambling, or creates or increases the likelihood of unfair or illegal practices, methods, and activities in the conduct of gambling activities, as demonstrated by:

(a) Prior activities; or

(b) Criminal record; or

(c) Reputation; or

(d) Habits; or

(e) Associations; or

(8) Knowingly provides or provided goods or services to an entity that illegally operates gambling activities.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-085, filed 3/22/06, effective 1/1/08.]

#### **ADDITIONAL LICENSING REQUIREMENTS FOR CHARITABLE AND NONPROFIT APPLICANTS**

**WAC 230-03-090 Defining "agricultural."** (1) "Agricultural" as used in RCW 9.46.0209 means promoting the art or science of:

(a) Cultivating land; or

(b) Harvesting crops or aquatic resources; or

(c) Raising livestock.

(2) This definition includes incorporated granges as described in chapter 24.28 RCW.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-090, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-095 Defining "athletic."** "Athletic" as used in RCW 9.46.0209 means activities which promote physical fitness, sportsmanship, or development of amateur athletes.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-095, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-100 Defining "charitable."** "Charitable," eleemosynary, and benevolent as used in RCW 9.46.0209 mean the same thing. They mean:

(1) Relief of poverty, indigence, or personal distress;

(2) Help for disadvantaged persons;

(3) Treatment and prevention of physical or mental distress;

(4) Assisting youths, seventeen years old or younger, through programs that teach them cultural and social skills necessary to integrate them into society, improve their physical fitness, or prevent delinquency.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-100, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-105 Defining "civic."** "Civic" as used in RCW 9.46.0209 means relating to or belonging to a city, a citizen, or citizenship.

[Title 230 WAC—p. 18]

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-105, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-110 Defining "educational."** "Educational" as used in RCW 9.46.0209 means training or instructing individuals for the purpose of improving or developing their capabilities. It also means instructing the public on subjects useful to individuals and beneficial to the community.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-110, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-115 Defining "fraternal."** "Fraternal" as used in RCW 9.46.0209 means fraternal societies incorporated under chapter 24.20 RCW and organized under the lodge system with local self-governing branches chartered by a parent organization.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-115, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-120 Defining "patriotic."** "Patriotic" as used in RCW 9.46.0209 means encouraging love of country, loyalty, and support of the United States; veterans' groups are included in this definition.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-120, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-125 Defining "political."** "Political" as used in RCW 9.46.0209 means the process of electing candidates to public or party offices.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-125, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-130 Defining "religious."** "Religious" as used in RCW 9.46.0209 means the advancement of a theological philosophy and the practices and rituals associated with the beliefs or creed of a church, religious society, congregation, or religious denomination, when such practices or rituals are legal.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-130, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-135 Defining "social."** "Social" as used in RCW 9.46.0209 means providing recreation or recreational facilities and conducting other activities for a membership.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-135, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-140 Full and regular membership requirements.** (1) "Bona fide member" means the same thing as "bona fide active member." Bona fide members hold full and regular membership status.

(2) To have full and regular membership status in a Washington charitable or nonprofit organization, you must:

(a) Be at least eighteen years old, unless the organization:

(i) Has a primary purpose that is the development of youth; and

(ii) Is applying only for a raffle or amusement game license; and

(iii) Has at least three members or advisors who are at least eighteen years old and who supervise the operation of the gambling activity; and

(iv) Has an adult member or advisor designated as the manager for the gambling activity; and

(b) Take part in at least one of the following activities of the organization:

(i) Attend at least one regular membership meeting per year; or

(ii) Vote for officers and/or board members; or

(iii) Help set policy by serving as a member of the board of directors or a similar policy setting position; or

(iv) Serve as a volunteer providing services or raising funds from nongambling sources; or

(v) Maintain a level of communication that demonstrates knowledge of the activities of the organization; and

(c) Live within one hundred miles of the main administrative offices of your organization which are located in Washington, or attend seventy-five percent of the organization's board meetings.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-140, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-145 Additional requirements for charitable and nonprofit licensing.** (1) Organizations must provide the following records for us to determine the organization's qualifications as a bona fide charitable or nonprofit organization as set forth in RCW 9.46.0209:

(a) Official minutes of the organization's formation meeting and all membership and board meetings for the last twelve months including issues discussed, decisions made, and members in attendance; and

(b) A listing of the names of all "full and regular members." The organization must provide full names, addresses, telephone numbers, and the dates they became full and regular members; and

(c) A copy of the most recently approved articles of incorporation or bylaws or both; and

(d) All correspondence with the Internal Revenue Service and the secretary of state regarding the organization's status as a nonprofit organization; and

(e) Proof of federal tax deductible status for contributions to the organization.

(2) Organizations must provide documents that demonstrate that the organization made significant progress in meeting its stated charitable or nonprofit purpose(s) during the twelve consecutive months before applying for a license.

(3) Organizations must provide, in their bylaws or in their articles of incorporation, a statement that guarantees that, if the organization is dissolved, all the assets remaining after satisfaction of all their debts must be distributed to another charitable or nonprofit organization qualified under RCW 9.46.0209.

(4) Charitable or nonprofit organizations must provide us with the names of gambling managers who will oversee gambling activities. The organization must note on the application which manager has the highest level of authority and assign that person the title "primary gambling manager" on the application.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-145, filed 3/22/06, effective 1/1/08.]

(2007 Ed.)

**WAC 230-03-150 Additional requirements for branches or chapters of eligible parent organizations.** The parent organization must be eligible for a license if an applicant is a branch or chapter of a parent organization. The branch or chapter must also prove that it is, in its own right, qualified to receive a license.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-150, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-155 Submitting a proposed plan of operations for charitable and nonprofit organizations.** (1) An organization must submit a proposed plan of operations, including a market study, if the organization:

(a) Requests licensing to conduct gambling activities with combined annual gross receipts in excess of three million dollars; or

(b) Plans to pay premises rent exceeding two thousand dollars per month, including all terms.

(2) The plan must show enough detail to allow us to assess the potential for compliance with cash flow requirements. It must also include at least the following information:

(a) Research procedures and planning assumptions used; and

(b) Planned number of customers or attendance; and

(c) Days and hours of operations; and

(d) Estimated gross gambling receipts from each activity; and

(e) Estimated expenses and net income; and

(f) Details of income generating activities planned in conjunction with the gambling activity, such as snack bar operations or other retail sales and the anticipated net income from those activities; and

(g) Any other information related to your gambling license application that we request.

(3) If planned activities include bingo, the organization must provide:

(a) Anticipated market area and map of competing organizations that operate similar gambling activities, along with their days of operation; and

(b) Number of bingo sessions, bingo card prices, and estimated sales per player; and

(c) Bingo prize payouts and game schedules.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-155, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-160 Licensed charitable or nonprofit organizations prohibited from managing or operating commercial gambling activities.** If a licensed charitable or nonprofit organization manages or operates an authorized gambling activity, it must not manage or operate any commercial gambling activity authorized under chapter 9.46 RCW.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-160, filed 3/22/06, effective 1/1/08.]

## ADDITIONAL REQUIREMENTS FOR COMMERCIAL AMUSEMENT GAME LICENSE APPLICANTS

**WAC 230-03-165 Information required with license application for commercial amusement games.** You must

[Title 230 WAC—p. 19]

provide in writing all information necessary to comply with RCW 9.46.0331 if you are applying for a commercial amusement game license. Additionally, you must provide the following information:

(1) All locations:	<p>(a) A list of times and dates when the applicant will operate the activity; and</p> <p>(b) A copy of any rental/lease agreement which allows operation of commercial amusement games at any location the applicant does not own or otherwise control. The applicant must disclose full details of the rental/lease agreement, including any revenue sharing provisions, all costs the applicant will share, and any restrictions on the number of amusement games the applicant operates; and</p> <p>(c) Copies of any rental or lease contracts related to the amusement game equipment.</p>
(2) Permanent locations:	<p>(a) Amusement parks: The number of mechanical or aquatic rides, theatrical productions, motion pictures, and slide show presentations available for the public.</p> <p>(b) Regional shopping centers: Size of the shopping center, in gross square feet, not including parking areas.</p> <p>(c) Taverns and restaurants with cocktail lounges: Washington state liquor control board license number and expiration date, and a statement of whether the business prohibits minors from all portions of the premises.</p> <p>(d) Movie theaters, bowling alleys, miniature golf course facilities, skating facilities, and amusement centers: Complete description of the business activities conducted. For an amusement center, the number of amusement devices, income derived from those devices, and all other business activities conducted during the last twelve months.</p> <p>(e) Any business whose primary activity is to provide food service for on-premises consumption: Amount of gross income the entire business generates; and the portion of gross income the food service for on-premises consumption generates.</p>

	(f) Department or grocery stores: Type of retail products sold; size of the store premises, in gross square feet, not including parking areas.
(3) Limited time locations:	The applicant must receive written permission from the sponsor of any activity and provide planned operating dates for all locations at which the applicant plans to operate during the year. This operating plan must be updated any time the dates of operation change.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-165, filed 3/22/06, effective 1/1/08.]

### ADDITIONAL REQUIREMENTS FOR COMMERCIAL STIMULANT APPLICANTS

**WAC 230-03-170 Defining "business premises."** "Business premises" as used in RCW 9.46.0217 means the building, or portion of the building, set out on the license application.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-170, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-175 Requirements for commercial stimulant businesses.** Businesses must provide evidence for us to determine the business' qualifications as a commercial stimulant as set forth in RCW 9.46.0217. That evidence includes, but is not limited to:

(1) Proof that it is an "established business" as used in RCW 9.46.0217. "Established business" means any business that has been open to the public for sales of food or drink for on-premises eating and drinking for ninety days or more; or

(a) Provides us with a proposed operating plan which includes:

(i) Hours of operation; and

(ii) Estimated gross sales from each separate activity the business will conduct on the business premises including, but not limited to:

(A) Food or drinks for "on-premises" eating and drinking; and

(B) Food or drinks "to go"; and

(C) All other business activities; and

(b) Is ready to conduct food or drink sales; and

(c) Passes an inspection by us; and

(2) Proof that it is "primarily engaged in the selling of food or drink for consumption on premises" as used in RCW 9.46.070(2). "Primarily engaged in the selling of food or drink for consumption on premises" means that before receiving a gambling license the business has total gross sales of food or drink for on-premises consumption equal to or greater than all other combined gross sales, rentals, or other income-producing activities which occur on the business premises when measured on an annual basis.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-175, filed 3/22/06, effective 1/1/08.]

## ADDITIONAL LICENSING REQUIREMENTS CARD ROOM LICENSE APPLICANTS

**WAC 230-03-180 Additional information required for a house-banked card room application.** If you apply for a house-banked card room license, you must provide at least the following as part of your application:

- (1) A detailed description, including flow charts, of your planned internal accounting and administrative control system. You must provide the information in the standard format we require; and
- (2) A detailed diagram of the planned physical layout of the business premises. The diagram must include at least:
  - (a) The location of all gambling tables; and
  - (b) The location of all surveillance cameras; and
  - (c) The count room; and
  - (d) The surveillance room; and
  - (e) The cashier's cage; and
- (3) A detailed description of the card games offered for play, including rules of play, and the type of gambling tables operated, including table layouts.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-180, filed 3/22/06, effective 1/1/08.]

## ADDITIONAL REQUIREMENTS FOR MANUFACTURER, DISTRIBUTOR, AND GAMBLING SERVICE SUPPLIER LICENSE APPLICANTS LICENSING MANUFACTURERS AND DISTRIBUTORS

**WAC 230-03-185 Applying for a manufacturer license.** You must apply for a manufacturer license if you:

- (1) Make or assemble a completed piece or pieces of gambling equipment for use in authorized gambling activities; or
- (2) Convert, modify, combine, add to, or remove parts or components of any gambling equipment for use in authorized gambling activities.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-185, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-190 Applying for a distributor license.** You must apply for a distributor license if you:

- (1) Buy or otherwise obtain a finished piece of gambling equipment for use in authorized gambling activities from another person and sell or provide that gambling equipment to a third person for resale, display, or use; or
- (2) Are a manufacturer who sells or provides gambling equipment you do not make to any other person for resale, display, or use; or
- (3) Service and repair authorized gambling equipment. However, distributors must not add, modify, or alter the gambling equipment; or
- (4) Modify gambling equipment using materials provided by manufacturers to upgrade equipment to current technology.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-190, filed 3/22/06, effective 1/1/08.]

(2007 Ed.)

**WAC 230-03-195 Additional information required from manufacturer and distributor license applicants.** If you are applying for a manufacturer or distributor license, you must attach the following to your application form:

- (1) A list of all businesses or corporations which you, or officers, directors, or substantial interest holders of your business, either directly or indirectly, own or control as a substantial interest holder; and
- (2) A list of all businesses or corporations licensed to conduct gambling activities or to supply gambling-related equipment, supplies, or services in which you, officers, directors, or substantial interest holders of your business have any interest; and
- (3) A list of all jurisdictions in which you or any of the officers, directors, or substantial interest holders of your business have had a gambling-related license at any level during the previous ten years; and
- (4) A statement about whether you, or officers, directors, or substantial interest holders have ever been part of a business that had a gambling-related license denied, revoked, or suspended by any jurisdiction for a period longer than thirty days.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-195, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-200 Defining "gambling equipment."** "Gambling equipment" means any device, gambling-related software, expendable supply, or any other paraphernalia used as a part of gambling or to make gambling possible. "Gambling equipment" includes, but is not limited to:

- (1) Amusement games;
- (2) Punch boards and pull-tabs;
- (3) Devices for dispensing pull-tabs;
- (4) Electronic devices for conducting, facilitating, or accounting for the results of gambling activities, including, but not limited to:
  - (a) Components of a tribal lottery system;
  - (b) Electronic devices for reading and displaying outcomes of gambling activities; and
  - (c) Accounting systems that are a part of, or directly connected to, a gambling system including, but not limited to:
    - (i) Bet totalizers; or
    - (ii) Progressive jackpot meters; or
    - (iii) Keno systems;
- (5) Bingo equipment;
- (6) Devices and supplies used to conduct card games, fund-raising events, recreational gaming activities, or Class III gaming activities, as defined in the Indian Gaming Regulatory Act at U.S.C. 25 chapter 29 § 2703 and in tribal-state compacts including, but not limited to:
  - (a) Gambling chips;
  - (b) Cards;
  - (c) Dice;
  - (d) Card shuffling devices;
  - (e) Graphical game layouts for table games;
  - (f) Ace finders or no-peek devices;
  - (g) Roulette wheels;
  - (h) Keno equipment; and
  - (i) Tables manufactured exclusively for gambling purposes.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-200, filed 3/22/06, effective 1/1/08.]

## LICENSING GAMBLING SERVICE SUPPLIERS

**WAC 230-03-210 Applying for a gambling service supplier license.** (1) You must apply for a gambling service supplier license if you perform any of the following gambling-related services for compensation:

(a) Consulting or advisory services regarding gambling activities; or

(b) Gambling management services; or

(c) Financing for purchases or leases of gambling equipment or financing for providing infrastructure or facilities, or equipment that supports gambling operations for more than one licensee; or

(d) Acting as a lending agent, or loan servicer, or placement agent; or

(e) Providing the assembly of components for gambling equipment under a contract with a licensed manufacturer or entering into an ongoing financial arrangement for gambling related software with a licensed manufacturer; or

(f) Installing, integrating, maintaining, or servicing digital surveillance systems that allow direct access to the operating system; or

(g) Training individuals to conduct authorized gambling activities; or

(h) Providing any other service or activity where influence may be exerted over any gambling activity licensed by the commission; or

(i) Performing the testing and certification of tribal lottery systems in meeting requirements specified in the tribal-state compact.

(2) You do not need a gambling service supplier license if you are:

(a) A bank, mutual savings bank, or credit union regulated by the department of financial institutions or any federally regulated commercial lending institution; or

(b) A university or college regulated by the Washington state board of community and technical colleges and the higher education coordinating board that trains individuals to conduct authorized gambling activities; or

(c) An attorney, accountant, or governmental affairs consultant whose primary business is providing professional services that are unrelated to the management or operation of gambling activities; or

(d) A person who only provides nonmanagement-related recordkeeping services for punch board and pull-tab operators, when the combined total gross billings from such services do not exceed twenty-five thousand dollars during any calendar year; or

(e) A person who provides names, images, artwork or associated copyrights, or trademarks, or patent use, or other features that do not affect the results or outcome of the game, for use in gambling equipment; or

(f) Regulated lending institutions.

[Statutory Authority: RCW 9.46.070. 06-24-030 (Order 605), § 230-03-210, filed 11/29/06, effective 1/1/08; 06-07-157 (Order 457), § 230-03-210, filed 3/22/06, effective 1/1/08.]

[Title 230 WAC—p. 22]

**WAC 230-03-211 Defining "lending agent," "loan servicer," or "placement agent."** (1) "Lending agent," "loan servicer," or "placement agent" means any person or entity, other than a regulated lending institution, that finds, administers, facilitates, or services loans for a licensee.

(2) The services of lending agents, loan servicers, or placement agents include, but are not limited to:

(a) Charging an ongoing fee for their services;

(b) Maintaining rights as the lender;

(c) Determining when the loan is in default; and/or

(d) Maintaining access to collateral.

[Statutory Authority: RCW 9.46.070. 06-24-030 (Order 605), § 230-03-211, filed 11/29/06, effective 1/1/08.]

**WAC 230-03-212 Defining "regulated lending institution."** (1) "Regulated lending institution" means any state or federally regulated organization primarily in the business of lending money for investment purposes.

(2) "Regulated lending institutions" must:

(a) Register with the Securities and Exchange Commission or any United States federal or state governmental banking or financial regulatory agency.

(b) Be actively regulated by the Securities and Exchange Commission or any other United States federal or state governmental banking or financial regulatory agency. "Active regulation" means:

(i) Reporting annually on lending activities to the regulatory agency; and

(ii) Receiving regular audits or inspections by the regulatory agency.

(c) Act as passive investors in the licensee. "Passive investors" mean investors who have no actual or potential influence over the operations of the licensee. A "passive investor" does not:

(i) Appoint or have the right to appoint officers, directors, consultants, or other positions with the licensee;

(ii) Require the licensee to seek approval or authorization in making business decisions;

(iii) Have full access to the records of the licensee;

(iv) Have the ability to convert debt into shares which would result in the lender becoming a substantial interest holder in the licensee; or

(v) Have any other influence or control over the licensee.

(d) Have nongambling-related businesses as a majority of their outstanding loans receivable.

[Statutory Authority: RCW 9.46.070. 06-24-030 (Order 605), § 230-03-212, filed 11/29/06, effective 1/1/08.]

**WAC 230-03-215 Gambling service suppliers prohibited from assuming ultimate responsibility.** If you are or are applying to be a gambling service supplier, you must not assume ultimate responsibility for any licensee's gambling activity.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-215, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-220 Marketing level restrictions for punch board or pull-tab manufacturers, distributors, or operators.** (1) The different marketing levels for punch board and pull-tabs are:

(a) Operator; and

(2007 Ed.)

(b) Distributor or manufacturer.

(2) If you are a manufacturer or distributor, or spouse of a manufacturer or distributor of punch boards, pull-tabs, pull-tab dispensing devices, or related equipment, you must not have a substantial interest in a business that operates punch boards or pull-tabs.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-220, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-225 Marketing level restrictions for punch board or pull-tab gambling service suppliers.** If you are a substantial interest holder in a licensed gambling service supplier who provides services to punch board and pull-tab operators, you must not hold a substantial interest in a licensed manufacturer or distributor of punch boards or pull-tabs.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-225, filed 3/22/06, effective 1/1/08.]

## LICENSING LINKED BINGO PRIZE PROVIDERS

**WAC 230-03-230 Applying for linked bingo prize provider license.** (1) You must apply for a linked bingo prize provider license if you provide bingo operators the means to link bingo prizes, including:

- (a) Equipment and supplies to offer linked bingo; and
- (b) Linked bingo prize management; and
- (c) Distribution of necessary gambling equipment and supplies.

(2) Distributors must receive a linked bingo prize provider license before providing gambling equipment and supplies to play linked bingo games.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-230, filed 3/22/06, effective 1/1/08.]

## INDIVIDUAL LICENSES

### Licensing Charitable or Nonprofit Gambling Managers

**WAC 230-03-235 Applying for charitable or nonprofit gambling manager license.** You must apply for a charitable or nonprofit gambling manager license if you are an employee or member of a charitable or nonprofit organization who:

- (1) Will have control to a material degree over a Class D and above bingo license; or
- (2) Will have control to a material degree over a Class C and above punch boards and pull-tabs license; or
- (3) Will be the supervisor of gambling managers who manage a Class D and above bingo license or Class C and above punch boards and pull-tabs license; or
- (4) Will be assigned the highest level of authority by the officers or governing board of directors to manage the day-to-day affairs of the organization and is responsible for safeguarding assets purchased with gambling funds and/or managing the disbursement of gambling funds when the organization:

- (a) Is licensed to receive more than three hundred thousand dollars in gross gambling receipts; or

(2007 Ed.)

(b) Has established a trust and/or endowment fund to which gambling receipts in excess of one hundred thousand dollars have been contributed; or

(5) Will be the supervisor of the operation of progressive jackpot pull-tab games.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-235, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-240 Working before receiving a charitable or nonprofit gambling manager license.** (1) You may begin performing the duties of a charitable or nonprofit gambling manager only after you have submitted a completed application and fees for licensing.

(2) If you meet any of the conditions of RCW 9.46.158, you must not perform any of the duties of a charitable or nonprofit gambling manager until you receive a license from us.

(3) If you elect to perform any of the duties of a charitable or nonprofit gambling manager before licensing, we will keep your entire application fee regardless of the outcome of your application.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-240, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-245 Licensing period for charitable or nonprofit gambling manager.** The charitable and nonprofit gambling manager license is valid for no more than one year beginning on the date we received your application and fees.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-245, filed 3/22/06, effective 1/1/08.]

## LICENSING COMMERCIAL GAMBLING MANAGERS

**WAC 230-03-250 Applying for a commercial gambling manager license.** You must have a commercial gambling manager license if you supervise the operation of progressive jackpot pull-tab games. We do not require owners, partners, major officers, or owners of a substantial interest of a corporation to have commercial gambling manager licenses.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-250, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-255 Working before receiving a commercial gambling manager license.** (1) You may begin performing the duties of a commercial gambling manager only after you have submitted a completed application and fees for licensing.

(2) If you meet any of the conditions of RCW 9.46.158, you must not perform any of the duties of a commercial gambling manager until you receive a license from us.

(3) If you elect to perform any of the duties of a commercial gambling manager before licensing, we will keep your entire application fee, regardless of the outcome of your application.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-255, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-260 Licensing period for commercial gambling manager.** The commercial gambling manager

[Title 230 WAC—p. 23]

license is valid for no more than one year beginning on the date we received your application and fees.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-260, filed 3/22/06, effective 1/1/08.]

## LICENSING CARD ROOM EMPLOYEES

**WAC 230-03-265 Applying for a card room employee license.** You must apply for a card room employee license if you will be involved in the operation of a:

- (1) Class E card room; or
- (2) Class F card room; or
- (3) House-banked card room; and
- (4) You perform any of the following functions:
  - (a) Collecting fees; or
  - (b) Dealing; or
  - (c) Supervising any card game or other card room employee, such as acting as a pit boss, floor person, or section supervisor; or
  - (d) Selling or redeeming chips; or
  - (e) Performing cashier or cage duties such as counting and handling chips or cash, completing credit slips, fill slips, or inventory slips, or accounting for other card room receipts in the cage; or
  - (f) Observing dealers and card games to detect cheating or control functions; or
  - (g) Controlling card room funds including keys to secure locations; or
  - (h) Taking part in the operation of a card game.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-265, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-270 Working as a card room employee before receiving a license.** (1) If you have applied for a card room employee license, you may perform card room duties before receiving the license if you have waited at least ten days from the date we received your application and fees.

- (2) We may waive the ten-day waiting period if:
  - (a) Your employer can demonstrate an urgent and unexpected need for you as an employee; and
  - (b) Your employer's business would close or the control structure of the activity would be weakened if we failed to grant such waiver; and
  - (c) Your employer could not control the circumstances causing the need for a waiver; and
  - (d) You pay the fee for the waiver.
- (3) If you meet any of the conditions of RCW 9.46.158, you must not perform the duties of a card room employee until you receive a license.
- (4) If you choose to perform the duties of a card room employee before receiving your license, we will keep the entire application fee regardless of the outcome of your application.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-270, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-275 Licensing period for card room employee.** The card room employee license is valid for no more than one year beginning on the date we receive your application and fees.

[Title 230 WAC—p. 24]

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-275, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-280 Substantial interest holders not required to be licensed as card room employees.** If you are a substantial interest holder in a business licensed to operate a public card room or a spouse of the same, you do not have to have an additional license to perform card room employee duties connected with that card room.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-280, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-285 Class III gaming employee working as card room employee.** A certified Class III gaming employee must submit an add/transfer application and pay a fee before beginning work for a public card room.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-285, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-290 Card room employees working for additional employer or changing employer.** A card room employee must submit an add/transfer application and pay a fee before beginning work for an additional public card room or changing public card room employers.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-290, filed 3/22/06, effective 1/1/08.]

## REPRESENTATIVE LICENSING

**WAC 230-03-300 Applying for a manufacturer's representative license.** You must apply for a manufacturer's representative license if you are employed by a licensed manufacturer to sell, promote, or provide that manufacturer's gambling equipment, or supplies, or you supervise those who do.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-300, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-305 Applying for a distributor's representative license.** You must apply for a distributor's representative license if you are employed by a licensed distributor to sell, promote, or provide that distributor's gambling equipment, or supplies, or you supervise those who do.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-305, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-310 Applying for a gambling service supplier's representative license.** You must apply for a gambling service supplier's representative license if you are employed by a licensed gambling service supplier to provide gambling-related services, or you supervise those who do.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-310, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-315 Applying for a linked bingo prize provider representative license.** You must apply for a linked bingo prize provider representative license if you are employed by a linked bingo prize provider in any of the provider's activities in connection with the management of a linked bingo prize game or distribution of supplies for those games.

(2007 Ed.)



[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-315, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-320 Substantial interest holders not required to be licensed as representatives.** If you are a substantial interest holder in a business licensed to operate a manufacturer, distributor, gambling service supplier, or linked bingo prize provider or a spouse of the same, you do not have to have an additional license to perform representative duties connected with that licensed business.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-320, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-325 Office, clerical, or warehouse workers not required to be licensed as representatives.** If you are an office, clerical, or warehouse worker and have contact with customers or potential customers only by telephone at your employer's business premises and work under the immediate and direct supervision of a substantial interest holder or a licensed manager or supervisor, you do not have to have a representative license.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-325, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-330 Representing only one employer at a time.** (1) If you are a licensed representative or applying for a representative license, you must represent only one licensed manufacturer, distributor, gambling service supplier, or linked bingo prize provider at a time.

(2) If the owner you work for owns more than one licensed business, you may represent the owner in all those licensed businesses without applying for another representative license.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-330, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-335 Representatives must not work before receiving a license.** If you are applying for a license as a representative for a manufacturer, distributor, gambling services supplier, or linked bingo prize provider, you must not work until you receive a license from us.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-335, filed 3/22/06, effective 1/1/08.]

**WAC 230-03-340 Gambling service supplier representative must report conflicts of interest.** If a licensed gambling service supplier representative has a substantial interest in a licensed manufacturer or distributor, they must inform us, the punch board, pull-tab, or bingo operators to whom they provide services, and the affected licensed manufacturer or distributor of the substantial interest and their intention to act as a gambling service supplier representative.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-03-340, filed 3/22/06, effective 1/1/08.]

## Chapter 230-04 WAC LICENSING

### WAC

230-04-005 Gambling license certification program.  
230-04-010 Certification procedure—Application forms.

(2007 Ed.)

230-04-020 Certification procedure—General requirements—Mandatory training required.  
230-04-022 Certification procedure—Information required from all applicants.  
230-04-024 Bona fide charitable or nonprofit organizations—Minimum qualifications—Restrictions—Definitions.  
230-04-026 Ownership of a commercial gambling establishment by charitable and nonprofit organizations.  
230-04-030 Commission may post public notice of license application on premises.  
230-04-035 Certification procedure—Charitable and nonprofit organizations—Classification of purpose.  
230-04-040 Certification procedure—Charitable and nonprofit organizations—Additional information required.  
230-04-064 Certification of new licenses—Formal commission approval.  
230-04-065 Certification procedure—Bona fide charitable and nonprofit organizations—Lower volume—Simplified application.  
230-04-070 Activities not to be conducted without a license or permit.  
230-04-075 No license required for certain bingo, raffles, and amusement games.  
230-04-080 Certain activities to be operated as a commercial stimulant only—Licensing of food and/or drink businesses.  
230-04-110 Licensing of manufacturers.  
230-04-115 Licensing of manufacturers—Exception—Special sales permit.  
230-04-119 Licensing of gambling service suppliers.  
230-04-120 Licensing of distributors.  
230-04-124 Licensing of manufacturer, distributor, gambling service supplier, and linked bingo prize provider representatives—Exceptions.  
230-04-125 Distributor or gambling services supplier representative license—Restrictions and procedures for changing employment.  
230-04-126 Licensing of linked bingo prize providers.  
230-04-133 Punch board and pull-tab service business—Registration required—Procedures—Restrictions.  
230-04-135 Commercial amusement games—License required.  
230-04-138 Commercial amusement games—Authorized locations.  
230-04-140 Licensing of public card room employees—Procedures—Exceptions.  
230-04-142 Notification to the commission upon beginning, terminating, or changing employment—Public card room employees.  
230-04-143 Licensing of commercial gambling managers.  
230-04-145 Licensing of charitable or nonprofit gambling managers—Application procedures.  
230-04-147 Notification to the commission upon beginning, terminating, or changing responsibilities of charitable or nonprofit gambling managers.  
230-04-151 Supplemental information.  
230-04-170 Applicants—Qualifications.  
230-04-175 License does not grant vested right.  
230-04-180 Background checks—Fingerprinting.  
230-04-187 Recreational gaming activity—Permit or license required.  
230-04-190 Issuance of license—Expiration—Restrictions.  
230-04-191 Permits required for persons conducting bingo at agricultural fairs.  
230-04-193 Persons may obtain an annual permit to conduct bingo at agricultural fairs only.  
230-04-194 Denial or revocation of annual operator permit for special locations—Grounds and effect.  
230-04-202 Fees—Bona fide charitable/nonprofit organizations.  
230-04-203 Fees—Commercial stimulant and other business organizations.  
230-04-204 Fees—Individuals.  
230-04-207 House-banked card games—Additional requirements.  
230-04-210 Withdrawal of application.  
230-04-220 Prorating and refunding of fees.  
230-04-230 Intentionally understating anticipated revenue—Prohibited.  
230-04-240 Special investigation fee.  
230-04-255 Director may issue temporary licenses—Procedures—Restrictions.  
230-04-260 Effect of exceeding license class income limit—Procedures—Penalties.  
230-04-270 Bad checks submitted as payment of fees.  
230-04-280 Notification to law enforcement.  
230-04-290 Loss or destruction of licenses or permits.  
230-04-300 One annual change of premises allowed for bingo.

[Title 230 WAC—p. 25]

230-04-310 Change of name.  
 230-04-320 Change of location.  
 230-04-325 Cancellation, change of time, date, or location of fund raising event.  
 230-04-330 Change of management.  
 230-04-340 Transfer of licenses—Conditions.  
 230-04-350 Death or incapacity of licensee.  
 230-04-400 Denial, suspension or revocation of licenses.  
 230-04-405 Commission will seek reimbursement for costs incurred in pursuing license revocation for failure to pay gambling taxes.  
 230-04-410 Return of license suspended or revoked.  
 230-04-450 Display of licenses.  
 230-04-455 Employees to wear identification tags.  
 230-04-500 Local gambling prohibitions.

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

230-04-050 Qualified bona fide charitable and nonprofit organization qualifications. [Statutory Authority: RCW 9.46.070 (1), (7), (11), (14), and (17). 83-21-073 (Order 137), § 230-04-050, filed 10/18/83. Statutory Authority: RCW 9.46.070(1). 82-04-009 (Order 117), § 230-04-050, filed 1/22/82; Order 42, § 230-04-050, filed 9/18/75; Order 23, § 230-04-050, filed 9/23/74; Order 5, § 230-04-050, filed 12/19/73.] Repealed by 89-09-047 (Order 190), filed 4/18/89, effective 7/1/89. Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20).  
 230-04-060 Required information. [Statutory Authority: Chapter 9.46 RCW. 86-17-057 (Order 160), § 230-04-060, filed 8/18/86. Statutory Authority: RCW 9.46.070 (1), (7), (11), (14), and (17). 83-21-073 (Order 137), § 230-04-060, filed 10/18/83. Statutory Authority: RCW 9.46.070(7). 82-15-009 (Order 124), § 230-04-060, filed 7/9/82. Statutory Authority: RCW 9.46.070(6). 78-06-066 (Order 85), § 230-04-060, filed 5/25/78; Order 67, § 230-04-060, filed 3/11/77; Order 60, § 230-04-060, filed 9/10/76; Order 51, § 230-04-060, filed 4/30/76; Order 48, § 230-04-060, filed 3/23/76; Order 42, § 230-04-060, filed 9/18/75; Order 23, § 230-04-060, filed 9/23/74; Order 12, § 230-04-060, filed 2/14/74; Order 5, § 230-04-060, filed 12/19/73.] Repealed by 89-09-047 (Order 190), filed 4/18/89, effective 7/1/89. Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20).  
 230-04-061 Required information, bona fide charitable and nonprofit organizations. [Statutory Authority: RCW 9.46.070 (5), (6), (8), (10), and (11). 84-01-026 (Order 139), § 230-04-061, filed 12/12/83.] Repealed by 89-09-047 (Order 190), filed 4/18/89, effective 7/1/89. Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20).  
 230-04-100 Registration of certain foreign manufacturers of punch boards and pull-tabs. [Order 5, § 230-04-100, filed 12/19/73.] Repealed by Order 12, filed 2/14/74.  
 230-04-121 Distributor's representatives to represent only one distributor at a time. [Order 80, § 230-04-121, filed 12/28/77.] Repealed by 85-01-065 (Order 145), filed 12/18/84. Statutory Authority: RCW 9.46.070 (1), (4), (5), (6), (7), (11), (14) and (17) and 9.46.310.  
 230-04-122 Distributor's representative shall not represent manufacturers—Exception. [Order 80, § 230-04-122, filed 12/28/77.] Repealed by 85-01-065 (Order 145), filed 12/18/84. Statutory Authority: RCW 9.46.070 (1), (4), (5), (6), (7), (11), (14) and (17) and 9.46.310.  
 230-04-123 Licensing of distributor's representatives. [Statutory Authority: Chapter 9.46 RCW. 87-09-043 (Order 167), § 230-04-123, filed 4/14/87. Statutory Authority: RCW 9.46.070 (1), (4), (5), (6), (7), (11), (14) and (17) and 9.46.310. 85-01-065 (Order 145), § 230-04-123, filed 12/18/84.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.  
 230-04-130 Licensing of manufacturer's representatives. [Statutory Authority: RCW 9.46.070 (1), (4), (5), (6), (7), (11), (14) and (17) and 9.46.310. 85-01-065 (Order 145), § 230-04-130, filed 12/18/84; Order 80, § 230-04-130, filed 12/28/77; Order 12, § 230-04-130, filed 2/14/74.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.

230-04-141 Public card room employee licenses may be reissued when changing employment. [Statutory Authority: RCW 9.46.070(16). 78-06-066 (Order 85), § 230-04-141, filed 5/25/78.] Repealed by 79-09-029 (Order 91), filed 8/14/79. Statutory Authority: RCW 9.46.070(16).  
 230-04-150 Supplemental information. [Order 5, § 230-04-150, filed 12/19/73 at 1:25 p.m.] Repealed by Order 9, filed 12/19/73 at 12:26 p.m. See WAC 230-04-151, Emergency Order 11 for readoption.  
 230-04-192 Person to hold one bingo license and one amusement game license at a time. [Order 9, § 230-04-192, filed 12/19/73.] Repealed by 04-09-028 (Order 429), filed 4/13/04, effective 7/1/04. Statutory Authority: RCW 9.46.070.  
 230-04-195 Agricultural fairs to obtain permits for each person to conduct each authorized activity under a fair's license. [Order 5, § 230-04-195, filed 12/19/73.] Repealed by Order 23, filed 9/23/74.  
 230-04-196 The commission may issue Class A or B bingo operator's licenses authorizing the conduct of the games at up to three separate locations. [Order 35, § 230-04-196, filed 3/14/75.] Repealed by 04-09-028 (Order 429), filed 4/13/04, effective 7/1/04. Statutory Authority: RCW 9.46.070.  
 230-04-197 Permits for raffles on separate premises. [Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-04-197, filed 6/15/84; Order 9, § 230-04-197, filed 12/19/73.] Repealed by 88-07-059 (Order 175), filed 3/15/88. Statutory Authority: RCW 9.46.070 (8), (11) and (14).  
 230-04-198 Reduction of license fees. [Statutory Authority: RCW 9.46.070. 98-21-010 (Order 366), § 230-04-198, filed 10/9/98, effective 11/9/98.] Repealed by 99-24-099 (Order 377), filed 11/30/99, effective 12/31/99. Statutory Authority: RCW 9.46.070.  
 230-04-199 Class R recreational card games conducted by a bona fide charitable or bona fide nonprofit organization. [Statutory Authority: RCW 9.46.070 (11) and (14). 88-17-050 (Order 182), § 230-04-199, filed 8/16/88. Statutory Authority: RCW 9.46.070 (10) and (13). 79-05-026 (Order 89), § 230-04-199, filed 4/18/79.] Repealed by 94-23-007, filed 11/3/94, effective 1/1/95. Statutory Authority: RCW 9.46.070.  
 230-04-200 License fees. [Statutory Authority: RCW 9.46.070(5). 82-15-009 (Order 124), § 230-04-200, filed 7/9/82; 81-21-032 (Order 113), § 230-04-200, filed 10/15/81; 81-19-073 (Order 112), § 230-04-200, filed 9/15/81; 81-13-032 (Order 109), § 230-04-200, filed 6/15/81; 81-03-045 (Order 105), § 230-04-200, filed 1/16/81; 80-03-059 (Order 98), § 230-04-200, filed 2/25/80; 79-12-057 (Order 94), § 230-04-200, filed 11/28/79; 79-05-026 (Order 89), § 230-04-200, filed 4/18/79; 79-01-026 (Order 88), § 230-04-200, filed 12/18/78. Statutory Authority: RCW 9.46.070(11). 78-06-066 (Order 85), § 230-04-200, filed 5/25/78; Order 78, § 230-04-200, filed 11/17/77; Order 51, § 230-04-200, filed 4/30/76; Order 45, § 230-04-200, filed 12/30/75; Order 42, § 230-04-200, filed 9/18/75; Order 40, § 230-04-200, filed 6/26/75; Order 23, § 230-04-200, filed 9/23/74; Order 12, § 230-04-200, filed 2/14/74; Order 9, § 230-04-200, filed 12/19/73 at 1:26 p.m.; Order 5, § 230-04-200, filed 12/19/73 at 1:25 p.m.] Repealed by 84-01-026 (Order 139), filed 12/12/83. Statutory Authority: RCW 9.46.070 (5), (6), (8), (10), and (11).  
 230-04-201 Fees. [Statutory Authority: RCW 9.46.070. 93-19-090 (Order 244), § 230-04-201, filed 9/15/93, effective 10/16/93; 92-21-056 (Order 233), § 230-04-201, filed 10/19/92, effective 11/19/92. Statutory Authority: RCW 9.46.070 and 9.46.0331. 91-19-093 (Order 227), § 230-04-201, filed 9/18/91, effective 10/19/91. Statutory Authority: Chapter 9.46 RCW. 91-15-040 (Order 224), § 230-04-201, filed 7/17/91, effective 8/17/91. Statutory Authority: RCW 9.46.070 (4), (11) and (14). 89-24-002 (Order 201), § 230-04-201, filed 11/27/89, effective 12/28/89. Statutory Authority: RCW 9.46.070(5). 89-21-070 (Order 199), § 230-04-201, filed 10/17/89, effective 1/1/90. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 89-11-048 (Order 192), § 230-04-201, filed 5/16/89; 88-13-060 (Order 179), § 230-04-201, filed 6/14/88. Statutory Authority: RCW 9.46.070(5). 88-11-071 (Order 177), § 230-04-201, filed 5/18/88. Statutory Authority: RCW 9.46.070 (1), (2), (3), (4) and (14). 87-21-015 (Order 172), § 230-04-201, filed 10/9/87. Statutory Authority: RCW 9.46.070 (1),

- (2), (4), (5), (6), (11), (14) and (17). 86-13-055 (Order 158), § 230-04-201, filed 6/13/86. Statutory Authority: RCW 9.46.070 (1), (2), (4), (5), (6), (9), (11), (14) and (17) and 9.46.020 (19) and (23). 85-17-015 (Order 153), § 230-04-201, filed 8/12/85. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 85-03-024 (Order 142), § 230-04-201, filed 1/9/85. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-04-201, filed 6/15/84. Statutory Authority: RCW 9.46.070 (5), (6), (8), (10) and (11). 84-01-026 (Order 139), § 230-04-201, filed 12/12/83.] Repealed by 94-23-007, filed 11/3/94, effective 1/1/95. Statutory Authority: RCW 9.46.070.
- 230-04-205 Person holding, or having held, Class A raffle licenses may convert to new class of raffle license in same year. [Order 21, § 230-04-205, filed 8/20/74.] Repealed by Order 51, filed 4/30/76.
- 230-04-206 Fees—Linked bingo prize providers and linked bingo prize provider representatives. [Statutory Authority: RCW 9.46.070. 98-24-090 (Order 369), § 230-04-206, filed 12/1/98, effective 1/1/99.] Repealed by 99-24-099 (Order 377), filed 11/30/99, effective 12/31/99. Statutory Authority: RCW 9.46.070.
- 230-04-208 Problem gambling awareness and training fee. [Statutory Authority: RCW 9.46.070. 04-24-036 (Order 441), § 230-04-208, filed 11/24/04, effective 6/30/05.] Repealed by 05-17-106 (Order 449), filed 8/16/05, effective 9/16/05. Statutory Authority: RCW 9.46.070.
- 230-04-250 Effect of temporary license—Fees. [Order 5, § 230-04-250, filed 12/19/73.] Repealed by Order 14, filed 3/27/74.
- 230-04-305 Change of class. [Statutory Authority: RCW 9.46.070 (5) and (9). 80-03-060 (Order 99), § 230-04-305, filed 2/25/80.] Repealed by 84-01-026 (Order 139), filed 12/12/83. Statutory Authority: RCW 9.46.070 (5), (6), (8), (10), and (11).
- 230-04-315 Change of schedule. [Statutory Authority: RCW 9.46.070 (1), (4), (5), (6), (7), (11), (14) and (17) and 9.46.310. 85-01-065 (Order 145), § 230-04-315, filed 12/18/84.] Repealed by 02-18-043 (Order 416-A), filed 8/27/02, effective 9/27/02. Statutory Authority: RCW 9.46.070.
- 230-04-332 Change of employee or agent in the operation of a card room, punch boards or pull-tabs. [Order 48, § 230-04-332, filed 3/23/76.] Repealed by 78-08-055 (Order 86), filed 7/20/78. Statutory Authority: RCW 9.46.070(13).
- 230-04-452 Pictures to be posted with employee licenses. [Statutory Authority: RCW 9.46.070 (10) and (13). 78-08-055 (Order 86), § 230-04-452, filed 7/20/78.] Repealed by 83-06-077 (Order 127), filed 3/2/83. Statutory Authority: RCW 9.46.070 (4), (7), (8) and (11).
- 230-04-900 Test for optional payment plan for annual licenses. [Statutory Authority: RCW 9.46.070 (1), (2), (4), (5), (6), (11), (14) and (17). 86-13-055 (Order 158), § 230-04-900, filed 6/13/86.] Repealed by 87-21-015 (Order 172), filed 10/9/87. Statutory Authority: RCW 9.46.070 (1), (2), (3), (4) and (14).

**WAC 230-04-005 Gambling license certification program.** The gambling license certification program is an investigative licensing process in which all applicants are assessed and evaluated against the standards and requirements contained in chapter 9.46 RCW. All applicants that meet the qualifications for licensing will be certified by the commission for an initial license and are subject to recertification by the commission on an annual basis.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-04-005, filed 4/18/89, effective 7/1/89.]

**WAC 230-04-010 Certification procedure—Application forms.** Each application for a license from the commission shall be submitted on the license application form approved by the commission. These application forms may be obtained from any office of the commission.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-04-010, filed 4/18/89, effective 7/1/89; Order 5, § 230-04-010, filed 12/19/73.]

(2007 Ed.)

**WAC 230-04-020 Certification procedure—General requirements—Mandatory training required.** Applicants for license from the commission shall submit all applications, including the proper fee, as established by WAC 230-04-202, 230-04-203 or 230-04-204 to the administrative office of the commission in Lacey. The application process is as follows:

(1) The application shall be made using a form provided by the commission. The application form must be completed in every respect, containing all the information and attachments requested;

(2) The application shall be signed under oath by an individual attesting that the information set forth in the application and any accompanying materials is true, accurate and complete and that they assume full responsibility for the fair and lawful operation of all licensed activities that the applicant conducts. The following person(s) shall sign the application:

(a) The highest ranking officer/official of a charitable, nonprofit or profit seeking corporation;

(b) The principal owner of a sole proprietorship;

(c) All partners of a partnership or general partner of a limited partnership; and

(d) The mayor or the mayor's designated representative if the application is being submitted by or on behalf of an incorporated city or town.

(e) The director may also require the following persons to sign the application:

(i) The chairman of the board of directors or trustees;

(ii) The person in charge of financial records; and/or

(iii) Persons with a substantial interest in the applicant business or charitable/nonprofit organization.

(3) The commission will consider only those applications that have been fully completed. Failure to respond to written notification of an incomplete application, within twenty days of such notice, shall be cause for administrative closure of the application. The following reasons will cause an application to be incomplete:

(a) Failure to provide all information requested on the application form and/or attachments;

(b) Failure to provide supplemental information requested during the licensing investigation;

(c) Failure to attend mandatory precertification training;

(d) Failure to provide fingerprints or samples of handwriting; and

(e) Failure to submit proper fees.

(4) The commission may disclose to the public or discuss at a public meeting all information set forth in the application and all supplemental information submitted subject to the exemptions in chapter 42.17 RCW and other applicable laws including, but not limited to, chapter 10.97 RCW: Provided, That consistent with chapter 10.97 RCW, the commission may disclose conviction data of an applicant or licensee.

(5) The commission shall not issue a license until it is satisfied that the applicant is completely qualified to operate the activity for which a license is requested. Prior to issuing a license, the commission will:

(a) Conduct a review and investigation of all information available, whether submitted as a part of the application or otherwise obtained, to the degree deemed necessary to attest to the qualification of the applicant and the gambling premises; and

(b) Require all persons who sign the application, as set out in subsection (2) of this section, plus the manager or other designated person(s) responsible for conducting the gambling activity or completing records, to complete a training course as established and provided by the commission: Provided, That mandatory training shall not be required for manufacturers; manufacturers representatives; or applicants or licensees with special circumstances as approved by the director. Mandatory training shall be completed within the following time lines:

(i) New applicants - Within sixty days of application and prior to being granted a license: Provided, That card room employees and bingo managers must attend training no later than thirty days after the first day of work;

(ii) Annual recertification - no later than sixty days after the effective date of the license: Provided, That only those person(s), as set out in subsection (2) of this section, which are newly designated to sign the application since the last license application shall be required to attend training if they have not attended within the previous three years; and

(iii) Changes to managers or other designated persons responsible for conducting gambling activities or completing records - no later than sixty days after the first day of work.

[Statutory Authority: RCW 9.46.070. 99-18-003 (Order 376), § 230-04-020, filed 8/18/99, effective 9/18/99. Statutory Authority: Chapter 9.46 RCW. 94-24-056 (Order 262), § 230-04-020, filed 12/5/94, effective 1/5/95. Statutory Authority: RCW 9.46.070. 92-22-058, § 230-04-020, filed 10/29/92 effective 11/29/92. Statutory Authority: Chapter 34.05 RCW. 90-03-064 (Order 203), § 230-04-020, filed 1/18/90, effective 2/18/90. Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-04-020, filed 4/18/89, effective 7/1/89. Statutory Authority: RCW 9.46.070 (1), (2), (3), (4) and (14). 87-21-015 (Order 172), § 230-04-020, filed 10/9/87. Statutory Authority: Chapter 9.46 RCW. 87-09-043 and 87-10-017 (Orders 167 and 167A), § 230-04-020, filed 4/14/87 and 4/30/87. Statutory Authority: RCW 9.46.070 (1), (7), (11), (14), and (17). 83-21-073 (Order 137), § 230-04-020, filed 10/18/83; Order 60, § 230-04-020, filed 9/10/76; Order 42, § 230-04-020, filed 9/18/75; Order 12, § 230-04-020, filed 2/14/74; Order 5, § 230-04-020, filed 12/19/73.]

**WAC 230-04-022 Certification procedure—Information required from all applicants.** In addition to other information required by the commission, each applicant shall provide the following information on or attached to the application:

#### **Articles of incorporation and bylaws.**

(1) Copy of corporate applicants' articles of incorporation and bylaws; or, if not a corporation, a copy of any bylaws and other documents which set out the organizational structure and purposes of the organization;

#### **IRS tax exemption letter.**

(2) A copy of a nonprofit or charitable applicant's Internal Revenue Service tax exemption letter if one has been obtained;

#### **Lease or rental agreements.**

(3) Details and copies of all lease or rental arrangements, whether oral or written, between the applicant and the owner of premises upon which the gambling activity will be conducted, if such premises are leased or rented;

#### **Franchise agreements.**

(4) Details and copies of any and all franchise agreements or other agreements, whether written or oral, if any, between the applicant and distributors or manufacturers of equipment or between the applicant and any other person where those agreements relate to gambling activities or gambling equipment;

#### **Management agreements.**

(5) Details and copies of all proposed management agreements or contracts between the applicant and any gambling service supplier involved in providing services defined in WAC 230-02-205. All such agreements or contracts shall be reviewed by commission staff prior to the effective dates of the agreements to assure compliance with this title. No financing or management services shall be provided prior to commission approval of the contracts;

#### **Paid employees or agents.**

(6) The name, address, date of birth, and Social Security number of each paid employee or agent who will work in the activity for which the license is sought and a schedule of the proposed number of employees, job descriptions, and a proposed pay schedule;

#### **Substantial interest holders.**

(7) Sufficient personal information to ensure each substantial interest holder as defined by WAC 230-02-300 is qualified to hold a license or participate in a licensed or authorized gambling activity;

#### **Report changes to application.**

(8) If any information required on the application, changes or becomes inaccurate in any way, the commission shall be notified prior to issuance of a license. Failure to notify the commission of any changes affecting an application may constitute grounds for suspension or revocation of all licenses.

#### **Exceptions for cities and towns.**

(9) Subsections (1), (2), and (7) of this section shall not apply to applications by or on behalf of an incorporated city or town in the state of Washington.

[Statutory Authority: RCW 9.46.070 and 34.05.230. 01-01-016 (Order 396), § 230-04-022, filed 12/6/00, effective 1/6/01. Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-04-022, filed 4/14/00, effective 5/15/00. Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-04-022, filed 4/18/89, effective 7/1/89.]

**WAC 230-04-024 Bona fide charitable or nonprofit organizations—Minimum qualifications—Restrictions—Definitions.** All organizations requesting to be certified to conduct gambling activities for charitable or nonprofit purposes must provide conclusive evidence that they are qualified under the requirements of RCW 9.46.0209 and formed and operated for purposes other than to conduct gambling activities. Each applicant shall comply with all of the following requirements and restrictions:

(1) An organization must be a bona fide charitable or nonprofit organization and have been formed and operated for the following purposes in order to conduct gambling activities:

(a) Any organization duly existing under the provisions of chapters 24.12, 24.20, or 24.28 RCW;

(b) Any organization, whether incorporated or not, which has been formed and operating exclusively for one or more of the purposes set out in WAC 230-02-155 and/or 230-02-161;

(c) Any corporation which has been incorporated under Title 36 U.S.C. and whose principal purposes are to furnish volunteer aid to members of the Armed Forces of the United States and to carry on a system of national and international relief to reduce the suffering caused by pestilence, famine, fire, floods, and other national calamities;

(d) An incorporated city or town in the state of Washington; or

(e) A branch or chapter of a parent organization, when such parent organization is itself eligible for licensure. A branch or chapter must demonstrate to the satisfaction of the commission that it has not been formed and operated for purposes of conducting gambling activities and is in its own right qualified to obtain the license sought. The director may require an affidavit signed by the chief executive officer of the parent organization certifying that the branch or chapter is a bona fide subdivision of the parent organization.

(2) An organization must have been organized and continuously operating for at least twelve months prior to submitting a request to be certified. For purposes of this section, "continuously operating" means that during the immediate twelve months preceding the request, the organization has provided services to members or the public which directly relate to its stated purposes: Provided, That if the organization's sole function during the immediate twelve months has been fund-raising for purposes of providing future services, it may be deemed to have been "continuously operating" for purposes of this section;

(3) An organization must have at least fifteen active members as defined by WAC 230-02-183, each with an equal vote in elections of officers or board members who determine the policies of the organization;

(4) An organization must have demonstrated that it has made significant progress, measured as set forth in WAC 230-08-255, toward meeting its stated purposes during the twelve consecutive month period preceding a request to be certified;

(5) An organization must ensure that salaries or wages, if paid, are:

(a) Necessary to economically conduct the activities of the organization; and

(b) Reasonable when compared to the local prevailing wage scale for similar positions. For purposes of this section, "similar position" means a type or classification of position that has a predominance of characteristics, duties, and/or responsibilities that closely approximate those of the position being compared and which the scope of duties and responsibilities are at the same approximate level. Organizations that pay salaries or wages, that are not reasonable when compared to similar positions in the general area of employment, shall

be deemed as paying salaries and wages that are directly or indirectly based on gambling receipts received.

(6) An organization must take positive steps to ensure the assets of the organization are protected from misuse, dedicated solely to the purposes of the organization, and do not inure to the benefit of private individuals;

(7) An organization must provide in its bylaws or, if incorporated, in its articles of incorporation, a statement that upon dissolution all assets of the organization remaining after satisfaction of all its debts must be distributed to another bona fide nonprofit or charitable organization qualified under RCW 9.46.0209;

(8) An organization shall not accumulate excessive reserves, as defined in WAC 230-02-137. Organizations accumulating excessive reserves may be deemed as organized primarily for purposes of gambling. Reserves shall be computed by utilizing the most recently filed financial data, as required by WAC 230-08-122. Funds transferred to an endowment or specifically restricted trust fund will not be treated as reserves for purposes of this section if the following restrictions are observed:

(a) The endowment or specifically dedicated trust fund is either legally irrevocable or restricted in a manner that approval is required by a majority of the membership prior to use or transfer of the principal or corpus;

(b) The funds are expressly dedicated for funding new programs, capital projects, or to endow service-providing activities;

(c) The funds are saved according to a plan that includes the amount to be reserved, the purpose for which the funds are being reserved, and the estimated time the reserves will be used;

(d) The plan is approved by the organization's officers or board of directors and documentation pertaining to the endowment or trust fund is submitted to the commission for review and approval; and

(e) The total amount of net gambling income that is transferred to endowment or trust funds, in combination, does not exceed two million dollars: Provided, That an organization may petition the director to exceed this limitation. The director may approve the petition as requested, disapprove with written comments, or approve a modified level based on facts presented. The director's decision may be appealed to the commission. Appeal of this decision will be heard at a regular public meeting of the commission under the requirements of WAC 230-50-850. The commission's decision shall be final. Petitions for relief under this section shall include: The reason for the request, including whether the increased reserves are for charitable or nonprofit purposes and planned time-lines for use; the total amount of reserves requested; the impact on programs if the petition is denied; and alternative sources of funding available;

(9) An organization must maintain records to support compliance with the requirements of this section. Such records shall be completed per WAC 230-08-010, and include details necessary to allow reasonable confirmation of compliance by commission staff. At least the following records shall be maintained:

(a) Official minutes of all membership and board meetings including issues discussed, decisions made, and members in attendance;

(b) A listing of the names of all members. Full names, addresses, telephone numbers, and the dates they became a member must be provided for all "active members";

(c) A copy of the most recently approved articles of incorporation and bylaws; and

(d) All correspondence with the Internal Revenue Service and the secretary of state regarding the organization's status as a nonprofit organization.

(10) Incorporated cities or towns, authorized by subsection (1)(d) of this section, are exempted from the requirements of subsections (5), (6), (7), (8), and (9) of this section.

[Statutory Authority: RCW 9.46.070 (1), (8-11), (14), (16) and (20). 96-07-075, § 230-04-024, filed 3/19/96, effective 7/1/96. Statutory Authority: RCW 9.46.070, 9.46.0261 and 9.46.0209. 94-01-035, § 230-04-024, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-04-024, filed 4/18/89, effective 7/1/89.]

**WAC 230-04-026 Ownership of a commercial gambling establishment by charitable and nonprofit organizations.** A charitable or nonprofit organization that takes any part in the management, operation, or ownership of any authorized gambling activity conducted pursuant to a license issued by the commission shall not take any part in the management, operation, or ownership of any commercial gambling activity authorized under chapter 9.46 RCW.

[Statutory Authority: RCW 9.46.070 and 9.46.120. 00-21-069 (Order 388), § 230-04-026, filed 10/16/00, effective 11/16/00.]

**WAC 230-04-030 Commission may post public notice of license application on premises.** The commission may, at its discretion, place, or require to be conspicuously placed, a notice upon each premises upon which a gambling activity is to be conducted under a license for which application has been made. The notice shall advise the public that such license has been requested and that any comments persons wish to make concerning the license application, or the propriety of granting such a license to the applicant(s), or for those premises, may be made to the commission prior to a date certain.

The applicant(s) shall take all reasonable measures to insure that the notice remains posted thereafter until the last day set forth thereon for making comment and shall report to the commission forthwith if said notice has been removed prior to that date.

[Order 9, § 230-04-030, filed 12/19/73.]

**WAC 230-04-035 Certification procedure—Charitable and nonprofit organizations—Classification of purpose.** (1) Each organization requesting a license to conduct gambling shall be classified as either a "charitable organization" or a "nonprofit organization." The classification will be based upon an organization's primary purpose as set forth below:

(a) If an organization is classified as a "charitable organization," its primary purpose shall be charitable as defined in WAC 230-02-160.

(b) If an organization is classified as a "nonprofit organization," it will be assigned one or more of the purposes set forth in WAC 230-02-161 as its primary purpose(s).

[Title 230 WAC—p. 30]

For the purposes of this classification, the term primary purpose shall mean the lawful purpose to which a majority of an organization's fiscal year income was spent or dedicated. If an organization did not use a majority of its income for any single purpose, the purpose to which the greatest percentage of its income was devoted shall be an organization's primary purpose.

(2) In determining an organization's primary purpose, the commission staff shall review the organization's declaration of purpose, reported achievements, and expenditures made during the preceding twelve months.

(3) An organization may challenge its assigned purpose, by submitting to the director additional evidence supporting its choice. The director shall then issue a written decision as to the organization's primary purpose. The director's decision may be reviewed by the commission upon written request.

[Statutory Authority: RCW 9.46.0209. 94-07-084 (Order 250), § 230-04-035, filed 3/16/94, effective 4/16/94. Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-04-035, filed 4/18/89, effective 7/1/89.]

**WAC 230-04-040 Certification procedure—Charitable and nonprofit organizations—Additional information required.** Any organization not currently licensed to conduct gambling activities and requesting to be certified to conduct gambling activities in Group III, IV, or V, or planning to pay premises rent exceeding two thousand dollars per month, including all terms, shall submit a pro forma plan of operations, including a market study. The plan shall be detailed enough to allow commission staff the ability to assess the profitability of the planned gambling activity and potential for compliance with WAC 230-20-059 and 230-30-052. The plan shall include at least the following information, if applicable:

- (1) Research procedures and planning assumptions used;
- (2) Planned number of customers or attendance;
- (3) Days and hours of operations;
- (4) If planned activities include bingo, the following must be provided:

(a) Anticipated market area and map of competing organizations that operate similar gambling activities, along with their days of operation;

(b) Number of bingo sessions;

(c) Bingo card prices and estimated sales per player;

(d) Bingo prize payouts and game schedules;

(5) Estimated gross gambling receipts from each activity;

(6) Estimated expenses and net income;

(7) Details of income generating activities planned in conjunction with the gambling activity, such as snack bar operations or other retail sales and the anticipated net income from such activities; and

(8) Other information requested by commission staff.

[Statutory Authority: RCW 9.46.070 and 34.05.230. 01-01-016 (Order 396), § 230-04-040, filed 12/6/00, effective 1/6/01. Statutory Authority: RCW 9.46.070 (1), (8-11), (14), (16) and (20). 96-07-075, § 230-04-040, filed 3/19/96, effective 7/1/96. Statutory Authority: RCW 9.46.070. 93-13-062 (Order 240), § 230-04-040, filed 6/17/93, effective 7/18/93. Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-04-040, filed 4/18/89, effective 7/1/89.]

**WAC 230-04-064 Certification of new licenses—Formal commission approval.** The commission shall review and make a determination regarding the qualification of all persons or organizations requesting to operate gambling activities authorized by chapter 9.46 RCW. The following review procedures apply to applicants for a license:

**Procedures.**

(1) To determine if an individual, organization, and all other applicants for a gambling license are qualified to hold a license, staff shall:

- (a) Investigate the qualifications of each applicant;
- (b) Prepare a recommendation for the commission; and
- (c) Present the recommendation to the commission at a public meeting.

**Additional requirements for charitable organizations.**

(2) As part of the review process, bona fide charitable or nonprofit organizations shall clearly demonstrate that progress has been made in meeting its stated purpose(s) in order to be granted the privilege of raising funds from authorized gambling activities.

**Formal commission approval.**

(3) The commission shall review each application at a public meeting. Each qualified applicant shall be issued the license requested. If the commission does not approve the application, it shall be returned to staff for further investigation.

[Statutory Authority: RCW 9.46.070. 02-10-002 (Order 412), § 230-04-064, filed 4/18/02, effective 7/1/02; 98-15-073 (Order 358), § 230-04-064, filed 7/15/98, effective 1/1/99. Statutory Authority: RCW 9.46.070 (1), (8-11), (14), (16) and (20). 96-07-075, § 230-04-064, filed 3/19/96, effective 7/1/96. Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-04-064, filed 4/18/89, effective 7/1/89.]

**WAC 230-04-065 Certification procedure—Bona fide charitable and nonprofit organizations—Lower volume—Simplified application.** (1) The director may prepare a simplified license application form for at least the following activities:

- (a) Fund raising events (All classes);
  - (b) Bingo (Classes A, B, and C);
  - (c) Raffles (Classes A, B, C, and D); and
  - (d) Amusement games (Classes A, B, C, and D); and
  - (e) Card games (Classes C and D).
- (2) The simplified application form shall follow the same procedure as required by WAC 230-04-020.

(3) At the minimum, the following information and documents shall be submitted with the application:

(a) Copy of a corporate applicant's articles of incorporation and bylaws or, if not incorporated, a copy of any bylaws and other documents which set out the organizational structure and purposes for which a noncorporate organization applicant was formed and operates. If the above documents are not available, an affidavit of the chief officer or responsible person with the organization setting out the purpose for which the organization exists and operates;

(b) A copy of the tax exemption letter from the United States Internal Revenue Service or information as to whether such exemption has been applied for and denied;

(2007 Ed.)

(c) The name, address and date of birth of each employee who will participate in the operation of, and of each person who will participate in the management of, the activity for which the license is sought;

(d) The name, address and date of birth of each person who has any interest in the gambling activity for which the license is sought, the building within or premises upon which the activity will occur or the equipment to be used for such gambling activity;

(4) Refer to WAC 230-20-400 for certain other exemptions subsequent to issuance of license(s). These exemptions and those referred to in WAC 230-08-015, do not apply to fund raising events.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-04-065, filed 4/18/89, effective 7/1/89. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-13-060 (Order 179), § 230-04-065, filed 6/14/88. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-04-065, filed 6/15/84. Statutory Authority: RCW 9.46.070 (4), (7), (8) and (11). 83-06-077 (Order 127), § 230-04-065, filed 3/2/83. Statutory Authority: RCW 9.46.070 (7). 82-15-009 (Order 124), § 230-04-065, filed 7/9/82; Order 53, § 230-04-065, filed 5/25/76; Order 42, § 230-04-065, filed 9/18/75; Order 29, § 230-04-065, filed 1/23/75; Order 23, § 230-04-065, filed 9/23/74; Order 14, § 230-04-065, filed 3/27/74.]

**WAC 230-04-070 Activities not to be conducted without a license or permit.** No activity for which a license or permit from the commission is required under chapter 9.46 RCW or commission rule shall be conducted or performed, or allowed to be conducted, played or performed, on any premises unless the operator of, or person conducting or performing, the activity first obtains the appropriate license or permit from the commission.

[Statutory Authority: RCW 9.46.070(13). 79-05-026 (Order 89), § 230-04-070, filed 4/18/79; 78-06-066 (Order 85), § 230-04-070, filed 5/25/78; Order 51, § 230-04-070, filed 4/30/76; Order 23, § 230-04-070, filed 9/23/74.]

**WAC 230-04-075 No license required for certain bingo, raffles, and amusement games.** Bona fide charitable or bona fide nonprofit organizations organized primarily for purposes other than the conduct of gambling activities, are hereby authorized to conduct the following gambling activities without obtaining a license to do so from the commission:

(1) Raffles when:

(a) Held in accordance with all other requirements of chapter 9.46 RCW, other applicable laws, and rules of the commission; and

(b) Gross revenues from all such raffles held by the organization during the calendar year do not exceed \$5000; and

(c) Tickets to such raffles are sold only to, and winners are determined only from among, the regular members of the organization conducting the raffle: Provided, That the term members for this purpose shall mean only those persons who have become members prior to the commencement of the raffle and whose qualification for membership was not dependent upon, or in any way related to, the purchase of a ticket, or tickets, for such raffles; and

(2) Bingo, raffles, and amusement games when:

(a) Such activities are held in accordance with all other requirements of chapter 9.46 RCW as now or hereafter amended, other applicable laws, and rules of the commission; and

(b) Said activities are, alone or in any combination, conducted no more than twice each calendar year and over a period of no more than twelve consecutive days each time, notwithstanding the limitations of RCW 9.46.0205 as now or hereafter amended: Provided, That a raffle conducted under this subsection may be conducted for a period longer than twelve days; and

(c) Only bona fide members of that organization, who are not paid for such services, participate in the management or operation of the activities; and

(d) Gross revenue to the organization from all the activities together does not exceed five thousand dollars during any calendar year; and

(e) All revenue therefrom, after deducting the cost of prizes and other expenses of the activity, is devoted solely to the purposes for which the organization qualifies as a bona fide charitable or nonprofit organization; and

(f) The organization gives notice at least five days in advance of the conduct of any of the activities to the local police agency of the jurisdiction within which the activities are to be conducted of the organization's intent to conduct the activities, the location of the activities, and the date or dates they will be conducted; and

(g) The organization conducting the activities maintains records for a period of one year from the date of the event which accurately show at a minimum the gross revenue from each activity, details of the expenses of conducting the activities, and details of the uses to which the gross revenue therefrom is put.

(3) An organization may exceed the separate limits set forth in (1) and (2) above only if it first obtains a license to conduct the appropriate gambling activity from the commission, with the classification and fee to be computed, including but not limited to, all income from the activity or activities already conducted during that calendar year. The duration of the license issued shall be one year from the date of the first gross receipts received for the particular activity during the calendar year.

[Statutory Authority: RCW 9.46.070, 95-12-051, § 230-04-075, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 9.46.0209, 94-07-084 (Order 250), § 230-04-075, filed 3/16/94, effective 4/16/94. Statutory Authority: RCW 9.46.030 (2), (3) and 9.46.070 (11), (14), 83-19-024 (Order 136), § 230-04-075, filed 9/13/83; Order 23, § 230-04-075, filed 9/23/74.]

**WAC 230-04-080 Certain activities to be operated as a commercial stimulant only—Licensing of food and/or drink businesses.** The commission may issue a license to operate punch boards and pull-tabs or public card rooms as commercial stimulants to any established business primarily engaged in the sale of food and/or drink items for consumption on the licensed premises. Such activities shall not be operated other than as a commercial stimulant and the food and/or drink business shall be open and providing service to the general public at all times gambling activities are operated. The following requirements apply to applicants for a license to use gambling activities to stimulate food and/or drink sales:

(1) For purposes of chapter 9.46 RCW and these rules, a business shall be presumed to be a "food and/or drink business" as defined by WAC 230-02-370 if:

(a) It is licensed by the liquor control board to sell alcohol beverages at retail to the public for on-premises consumption and:

(i) It is a tavern that holds a valid Tavern - No Persons Under 21 Allowed License (formerly referred to as a Class "B" liquor license); or

(ii) It is a restaurant with a cocktail lounge that holds a valid Spirits, Beer and Wine Restaurant License (formerly referred to as a Class "H" liquor license).

(b) It sells food and/or drink items at retail to the public and:

(i) All food is prepared and served for consumption on the licensed premises: Provided, That food may be prepared at other locations and served on the premises if the food is:

(A) Prepared by the licensed business; or

(B) Purchased from caterers by the licensed business as a wholesale transaction and resold to customers at retail.

(ii) The total gross sales of food and/or drink, for on-premises consumption, is equal to or greater than all other combined nongambling gross sales, rentals, or other income producing activities which occur on the licensed premises when measured on an annual basis. Applicants seeking qualification for a license under this subsection shall submit data necessary to evaluate compliance with these requirements as a part of their application. For purposes of determining total gross sales of food and drink for on-premises consumption, meals furnished to employees, free of charge, shall be treated as sales only if:

(A) Detailed records are maintained;

(B) The sale is recorded at estimated cost or menu price, but not more than five dollars per meal; and

(C) No more than one meal per employee is recorded during any four-hour work shift.

(2) When an individual, partnership, or corporation operates two or more businesses within the same building or building complex and such businesses meet the requirements of subsection (1)(a) or (b) of this section, one of the businesses may be designated as a "food and/or drink business" if all of the following conditions are met:

(a) The business being stimulated is physically isolated from all other businesses by walls and doors that clearly demonstrate the business is separate from other business being transacted at that location;

(b) All business transactions conducted by the applicant business are separated from the transactions conducted by all other businesses:

(i) Legally in the form of a separate corporation or partnership; or

(ii) By physical separation of all sales and accounting functions, and the methods of separation are approved by the commission;

(c) All gambling activities are located and occur upon the licensed premises, as defined in the license application and approved by the commission; and

(d) All gambling activities occur only when the food and/or drink business is open for customer service.

[Statutory Authority: RCW 9.46.070, 99-18-002 (Order 375), § 230-04-080, filed 8/18/99, effective 9/18/99. Statutory Authority: RCW 9.46.070 and 9.46.0217, 95-07-094, § 230-04-080, filed 3/17/95, effective 7/1/95; Order 23, § 230-04-080, filed 9/23/74.]



**WAC 230-04-110 Licensing of manufacturers.** A license must be obtained from the commission prior to manufacturing, selling, or supplying gambling equipment to any person(s) within this state, or for use within this state: Provided, That amusement game manufacturers and manufacturers operating under a special sales permit (WAC 230-04-115) do not require a manufacturer's license. The following requirements apply to certification and licensing of manufacturers:

**Information required on an application.**

(1) The following information shall be submitted on an application form supplied by the commission:

- (a) The full name and address of the applicant;
- (b) The full name and address of each location where such devices are manufactured or stored;
- (c) The name, home address, and share of ownership of all owners of the manufacturing business if the business is not a corporation. If the business is a corporation, the name, address, and share of ownership of the officers, the directors, and substantial interest holders;
- (d) A full description of each separate type of gambling equipment or device that an applicant seeks to manufacture or to market in this state;
- (e) The brand name under which each type of gambling device or equipment is sold;
- (f) If the applicant is incorporated under laws other than the laws of Washington state, then the full name and business and home address of the resident agent designated by the applicant pursuant to WAC 230-12-300; and
- (g) A list of all distributors receiving gambling equipment and all businesses or organizations located within the state of Washington in which the applicant has any financial interest and the details of that financial interest. For the purpose of this subsection, the term financial interest shall include all arrangements through which a person directly or indirectly receives any portion of the profits of the licensed manufacturer and indebtedness between the licensee and any other person, other than a regulated financial institution, in excess of five thousand dollars.

**Information to be included with an application.**

- (2) The following information shall be included as an attachment to the application form:
  - (a) A list of all affiliated businesses or corporations in which the applicant, officers, directors, or substantial interest holders of the applicant, either directly or indirectly, own or control:
    - (i) As a sole proprietor;
    - (ii) As a partner;
    - (iii) More than fifty percent of the voting stock of a privately held or closed corporation; or
    - (iv) At least five percent of the voting stock of a publicly traded corporation.
  - (b) A list of all businesses or corporations licensed to conduct gambling activities or to supply gambling-related equipment, supplies, or services in which the applicant, officers, directors, or substantial interest holders of the applicant have any interest;
  - (c) A list of all jurisdictions in which the applicant or any of the officers, directors, or substantial interest holders of the

(2007 Ed.)

applicant have been licensed regarding gambling related activities at any level during the preceding ten years;

(d) A statement regarding whether the applicant or officers, directors, or substantial interest holders have ever had a license for gambling-related activities denied, revoked, or suspended by any jurisdiction for a period longer than thirty days. All details of such must be provided as a part of the application; and

(e) A statement acknowledging that all records related to the ownership or operation of the business shall be made available for review at the time and place requested by commission staff.

**Additional information may be required from applicant.**

(3) The following records shall also be available for inspection by commission staff:

- (a) Personal financial records of all substantial interest holders;
- (b) All records related to the scope of activity, including sales of product, purchases of raw materials and parts, and any contracts, franchises, patent agreements, etc., related to sales or purchases; and
- (c) Records related to any financial or management control of or by customers and suppliers.

**Applicant to demonstrate ability to comply with rules.**

(4) An applicant must demonstrate the ability to comply with all manufacturing, quality control, and operational restrictions imposed on authorized gambling equipment, patented or otherwise restricted gaming schemes (also referred to as proprietary games), or equipment that it seeks to manufacture or market for use within the state of Washington. The licensing process shall include an on-site review of the applicant's manufacturing equipment and process for each separate type of authorized gambling device, equipment, or scheme to ensure capability to comply with all regulatory requirements of this title and state/tribal compacts;

**Notifying commission staff of changes on an application.**

(5) The applicant shall notify the commission within thirty days of any change in the information submitted on or with the application form, including changes that occur after the license has been issued; and

**Applicant to comply with all laws and rules.**

(6) The applicant shall comply with all applicable laws of the United States and the state of Washington and all applicable rules of this commission.

[Statutory Authority: RCW 9.46.070. 03-11-042 (Order 421), § 230-04-110, filed 5/15/03, effective 7/1/03; 00-15-039 (Order 385), § 230-04-110, filed 7/14/00, effective 1/1/01. Statutory Authority: RCW 9.46.070 (2), (4), (12) and (20). 97-21-043, § 230-04-110, filed 10/10/97, effective 11/10/97. Statutory Authority: RCW 9.46.070. 95-12-052, § 230-04-110, filed 6/2/95, effective 7/3/95; 94-01-033, § 230-04-110, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 9.46.070 and 9.46.0331. 91-19-093 (Order 227), § 230-04-110, filed 9/18/91, effective 10/19/91. Statutory Authority: RCW 9.46.070 (4), (11) and (14). 89-24-002 (Order 201), § 230-04-110, filed 11/27/89, effective 12/28/89. Statutory Authority: RCW 9.46.070 (4) and (6). 79-07-019 (Order 90), § 230-04-110, filed 6/14/79; Order 12, § 230-04-110, filed 2/14/74; Order 9, § 230-04-110, filed 12/19/73 at 1:26 p.m.; Order 5, § 230-04-110, filed 12/19/73 at 1:25 p.m.]

**WAC 230-04-115 Licensing of manufacturers—Exception—Special sales permit.** The director may grant a special sales permit authorizing a manufacturer to sell to a licensee or a tribal government, on a limited basis, authorized gambling equipment, patented or otherwise restricted gaming scheme, or paraphernalia.

**Criteria for a special sales permit.**

(1) A special sales permit may be issued when demand for a particular type of equipment, scheme, or paraphernalia is anticipated to be below the level of economic feasibility of obtaining a license.

**Information required on an application.**

(2) The following information shall be submitted on an application form supplied by the commission:

- (a) Description of product(s), including trade name(s);
- (b) Anticipated scope of sales, in quantity and dollar value;
- (c) The name and address of the licensee(s) that will broker the equipment;
- (d) All information necessary to determine the qualification of the manufacturer; and
- (e) A list of all jurisdictions in which the applicant business or any of the officers, directors, or substantial interest holders is currently licensed to conduct business related to gambling.

**Initial investigation by staff.**

(3) Upon receipt of all moneys requested by the commission, a limited investigation shall be initiated, the scope of which shall be established using the following criterion:

- (a) Anticipated demand for such equipment;
- (b) The nature of the equipment, including other sources of such equipment;
- (c) The availability of information from appropriate sources to verify the qualification of such manufacturer;
- (d) Annual sales compared to the anticipated cost of a comprehensive licensing investigation;
- (e) Whether the equipment, after installation, will require an ongoing relationship with the manufacturer;
- (f) Security issues related to the manufacturing, installation, and ongoing service of the equipment; and
- (g) Other factors deemed relevant.

**Requirements not met for a special sales permit.**

(4) At any time during the investigation process, the director may determine that a license is required under WAC 230-04-110. Upon notification of such, the applicant may withdraw their permit application without prejudice. If the applicant elects to proceed with an application for a manufacturer's license, all fees will be credited toward the appropriate license fee.

**Duration of a special sales permit.**

(5) A special sales permit shall be valid for a period of one year from the date of issuance: Provided, That the director may void a permit upon written notice and require a license be obtained under WAC 230-04-110 prior to further sales.

**Fee for a special sales permit.**

(6) The fee for a special sales permit shall be as set forth in WAC 230-04-203.

[Statutory Authority: RCW 9.46.070. 00-15-039 (Order 385), § 230-04-115, filed 7/14/00, effective 1/1/01; 95-12-052, § 230-04-115, filed 6/2/95, effective 7/3/95.]

**WAC 230-04-119 Licensing of gambling service suppliers.** Prior to providing any type of gambling related service, a gambling service supplier shall first obtain a license or certification from the commission. The following requirements and restrictions apply to certification and licensing of gambling service suppliers:

**License required.**

(1) For purposes of this title, a license is required to provide any service related to licensed gambling activities as defined in WAC 230-02-205.

**License not required.**

(2) A sole owner, partner, major officer and/or owner of a substantial interest in a corporation licensed as a gambling service supplier shall not be required to be additionally licensed as a gambling service supplier representative to perform duties in connection with the gambling service supplier's business. Except as provided in this section, a gambling service supplier shall not employ any unlicensed person to perform duties for which a license is required and shall take measures necessary to prevent an unlicensed person from doing so.

**Application for license or certification.**

(3) The applicant shall complete the application form supplied by the commission. The applicant shall provide, on the application form or attached thereto, a full description of all services provided or planned to be provided to each licensee of the commission. Such description shall be in writing and include details necessary for commission staff to determine the scope of services provided to each licensee and the responsibilities of each party under the agreement.

**Changes to the application.**

(4) The applicant shall notify the commission within thirty days of any change in the information submitted on or with the application form.

**Limit of responsibility.**

(5) In no circumstance may a gambling service supplier assume ultimate responsibility for a licensee's activity.

**License fees.**

(6) License fees for gambling service suppliers shall be as set forth in WAC 230-04-203.

**Gambling service supplier holding an interest in a pull-tab manufacturer or distributor business.**

(7) A licensed gambling service supplier or substantial interest holder thereof that provides services to punch board and pull-tab operators shall not hold a substantial interest in a licensed manufacturer or distributor of punch boards and

pull-tabs: Provided, That for purposes of this section only, the director may determine that the spouse of an individual that is a substantial interest holder in a licensed gambling service supplier business will not be considered a substantial interest holder in the gambling service supplier business. In making such a determination, the director will assess the potential for involvement and/or influence in the gambling service supplier business and the manufacturer or distributor business and whether any potential influence is material. The director may impose additional requirements on either the gambling service supplier business and/or the manufacturer or distributor business. Such limitations may include, but are not limited to, prohibiting sales or providing services to an operator by the affected gambling service supplier business, or manufacturer or distributor business. At least the following documents may be considered by the director in a determination of potential influence:

- (a) Community or marital property agreements;
- (b) Separate property agreements;
- (c) Prenuptial agreements; and
- (d) Wills and codicils.

[Statutory Authority: RCW 9.46.070. 00-05-102 (Order 380), § 230-04-119, filed 2/16/00, effective 7/1/00; 98-19-130 (Order 362), § 230-04-119, filed 9/23/98, effective 1/1/99; 97-24-031, § 230-04-119, filed 11/25/97, effective 1/1/98.]

**WAC 230-04-120 Licensing of distributors.** Prior to selling, renting, or otherwise supplying gambling equipment, supplies, or related paraphernalia, including service of such, to any person within the state of Washington or for use within the state of Washington, a distributor shall first obtain a license from the commission. The following requirements apply to certification and licensing of distributors:

**Information required on an application.**

(1) The following information shall be submitted on an application form supplied by the commission:

- (a) The full name and address of the applicant;
- (b) The business name and address of each location operated by the distributor or where records or inventory will be located;
- (c) The name, home address, and share of ownership of all owners of the business if the business is not a corporation. If the business is a corporation, the name, address, and share of ownership of the officers, the directors, and substantial interest holders;
- (d) A full description of each separate type of gambling equipment or related supplies that the distributor intends to market in this state or for use in this state;
- (e) The brand name under which each type of gambling equipment will be sold;
- (f) If the applicant does not maintain a business office within the state or is incorporated in another state or county, then the full name and business and home address of the resident agent designated by the applicant pursuant to WAC 230-12-300; and
- (g) A list of all manufacturers of gambling equipment and all businesses or organizations located in the state of Washington in which the applicant has any financial interest and the details of that financial interest. For the purposes of this subsection, the term financial interest shall include all

arrangements through which a person directly or indirectly receives any portion of the profits of the licensed distributor and indebtedness between any other person and the applicant, other than a regulated financial institution, in excess of five thousand dollars.

**Information to be included with an application.**

(2) The following information shall be included as an attachment to the application form:

(a) A list of all affiliated businesses or corporations in which the applicant, officers, directors, or substantial interest holders of the applicant, either directly or indirectly, own or control:

- (i) As a sole proprietor;
- (ii) As a partner;
- (iii) More than fifty percent of the voting stock of a privately held or closed corporation; or
- (iv) At least five percent of the voting stock of a publicly traded corporation.

(b) A list of all businesses or corporations licensed to conduct business related to gambling activities in which the applicant, officers, directors, or substantial interest holders of the applicant have any interest;

(c) A list of all jurisdictions in which the applicant or any of the officers, directors, or substantial interest holders of the applicant have been licensed for gambling-related activities at any level during the preceding ten years;

(d) A statement regarding whether the applicant or officers, directors, or substantial interest holders of the applicant have ever had a license for gambling-related activities denied, revoked, or suspended by any jurisdiction for a period longer than thirty days. All details of such must be provided as a part of the application; and

(e) A statement acknowledging that all records related to the ownership or operation of the business shall be made available for review at the time and place requested by commission staff.

**Additional information may be required from applicant.**

(3) The following records shall also be available for inspection by commission staff:

- (a) Personal financial records of all substantial interest holders;
- (b) All records related to the scope of activity, including suppliers, customers, and any contracts related to sales or purchases; and
- (c) Records related to any financial or management control of or by customers and suppliers.

**Notifying commission staff of changes on an application.**

(4) The applicant shall notify the commission within thirty days of any change in the information submitted on or with the application form, including changes that occur after the license has been issued.

**Applicant to comply with all laws and rules.**

(5) The applicant shall comply with all applicable laws of the United States and the state of Washington and all applicable rules of this commission.

[Statutory Authority: RCW 9.46.070. 00-15-039 (Order 385), § 230-04-120, filed 7/14/00, effective 1/1/01. Statutory Authority: RCW 9.46.070 (2), (4),

(12) and (20). 97-21-043, § 230-04-120, filed 10/10/97, effective 11/10/97. Statutory Authority: RCW 9.46.070 (4), (11), (14), (17) and (20). 96-09-071 and 96-11-126, § 230-04-120, filed 4/16/96 and 5/21/96, effective 7/1/96. Statutory Authority: RCW 9.46.070(4) and 9.46.215. 95-19-071, § 230-04-120, filed 9/18/95, effective 1/1/96. Statutory Authority: RCW 9.46.070. 94-01-033, § 230-04-120, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 9.46.070 and 9.46.0331. 91-19-093 (Order 227), § 230-04-120, filed 9/18/91, effective 10/19/91. Statutory Authority: Chapter 9.46 RCW. 91-15-040 (Order 224), § 230-04-120, filed 7/17/91, effective 8/17/91. Statutory Authority: RCW 9.46.070 (4), (11) and (14). 89-24-002 (Order 201), § 230-04-120, filed 11/27/89, effective 12/28/89. Statutory Authority: RCW 9.46.070 (1), (4), (5), (6), (7), (11), (14) and (17) and 9.46.310. 85-01-065 (Order 145), § 230-04-120, filed 12/18/84; Order 80, § 230-04-120, filed 12/28/77; Order 23, § 230-04-120, filed 9/23/74; Order 14, § 230-04-120, filed 3/27/74; Order 5, § 230-04-120, filed 12/19/73.]

**WAC 230-04-124 Licensing of manufacturer, distributor, gambling service supplier, and linked bingo prize provider representatives—Exceptions.** Except as allowed by this section, all individuals representing or acting as an agent of a licensed manufacturer, distributor, gambling service supplier or linked bingo prize provider shall be licensed by the commission prior to selling, promoting or providing any person gambling equipment, paraphernalia or related services. This includes individuals that manage or supervise individuals selling, promoting, or providing products or services for which a license is required. A licensed manufacturer, distributor, gambling service supplier or linked bingo prize provider shall not allow an unlicensed person to represent them in transactions restricted by this section and shall take all measures necessary to prevent an unlicensed person from doing so. The following restrictions, procedures and exceptions apply to representative licenses:

**Exceptions - representative license not required.**

(1) The following individuals do not require a separate representative's license:

(a) A sole owner, partner, major officer or board member and/or owner of a substantial interest in an entity;

(b) Office, clerical or warehouse personnel who have contact with customers or potential customers only by telephone at the manufacturer's, distributor's, gambling service supplier's, or linked bingo prize provider's own premises when working under the immediate and direct supervision of an owner, partner, major officer, or a licensed manager or supervisor; and

(c) Resident agents required by WAC 230-12-300 when such agents are not involved in selling or providing products or services for which a license is required.

**Signature of employer required.**

(2) The manufacturer, distributor, gambling service supplier, or linked bingo prize provider for which the representative will work shall sign the application acknowledging that the applicant will be representing them with their full knowledge and consent.

**Requirements.**

(3) An applicant for a license as a distributor representative, gambling service supplier representative, or linked bingo prize provider representative shall:

*Training.*

(a) Complete a training course for any activity being managed, as required and provided by the commission within thirty days after the first day worked; and

*Represent only one employer at a time - exceptions.*

(b) Represent only one licensed manufacturer, distributor, gambling service supplier, or linked bingo prize provider at a time and shall not represent a manufacturer: Provided, That this rule shall not prevent a licensed representative from representing a manufacturer, distributor, and/or linked bingo prize provider when all businesses are owned by the same person: Provided further, That this rule shall not bar the distributor's representative from representing his own distributor who is also licensed as a manufacturer.

**Conflict of interest.**

(4) If a licensed gambling service supplier representative has any interest in a licensed manufacturer or distributor and they provide services to any punch board, pull-tab, or bingo operator, they shall inform the commission, the operator, and the manufacturer or distributor of the relationship. Such manufacturer or distributor shall be prohibited from selling punch boards, pull-tabs, or disposable bingo cards to such operator.

[Statutory Authority: RCW 9.46.070. 00-15-039 (Order 385), § 230-04-124, filed 7/14/00, effective 1/1/01; 98-24-090 (Order 369), § 230-04-124, filed 12/1/98, effective 1/1/99; 98-19-130 (Order 362), § 230-04-124, filed 9/23/98, effective 1/1/99; 97-24-031, § 230-04-124, filed 11/25/97, effective 1/1/98. Statutory Authority: RCW 9.46.070 and 9.46.0331. 91-19-093 (Order 227), § 230-04-124, filed 9/18/91, effective 10/19/91. Statutory Authority: RCW 9.46.070 (4), (11) and (14). 89-24-002 (Order 201), § 230-04-124, filed 11/27/89, effective 12/28/89.]

**WAC 230-04-125 Distributor or gambling services supplier representative license—Restrictions and procedures for changing employment.** All licensed distributor or gambling services supplier representatives shall abide by the following restrictions and procedures when changing employers:

*What happens if I leave the employment of the distributor or gambling services supplier I represent?*

(1) In the event that a licensed distributor or gambling services supplier representative ceases to represent the distributor or gambling services supplier under which a license was granted for any reason, the representative shall immediately notify the commission. Upon termination of employment the license shall immediately become void and shall be returned to the commission.

*What steps must I complete prior to beginning employment to represent another distributor or gambling services supplier?*

(2) Prior to beginning employment to represent any other distributor or gambling services supplier, a previously licensed distributor or gambling services supplier representative shall submit a new application. The application shall include a statement that the previous employer has been notified of the change in employment and shall be signed by the distributor or gambling services supplier wishing to employ the distributor or gambling services supplier representative.

*Can I begin to represent my new employer prior to receiving my license?*

(3) A previously licensed distributor or gambling services supplier representative shall not represent a new employer prior to receiving a license from the commission. Prior to granting a license to a previously licensed individual, the commission may conduct an investigation to determine the continued qualification of the individual. Such investigation may include inquiries to the previous employer.

*What is the fee for obtaining a license to represent another distributor or gambling services supplier?*

(4) The fee for a license to represent a different distributor or gambling services supplier shall be the same as a license renewal, as set forth in WAC 230-04-204. The expiration date for such license shall be as set forth in WAC 230-04-190.

[Statutory Authority: RCW 9.46.070. 97-24-031, § 230-04-125, filed 11/25/97, effective 1/1/98. Statutory Authority: Chapter 9.46 RCW. 94-24-056 (Order 262), § 230-04-125, filed 12/5/94, effective 1/5/95. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-04-125, filed 6/15/84; Order 14, § 230-04-125, filed 3/27/74; Order 9, § 230-04-125, filed 12/19/73.]

**WAC 230-04-126 Licensing of linked bingo prize providers.** Prior to providing any type of gambling related service, gambling related equipment, or gambling related supplies to any licensed bingo operator, a linked bingo prize provider shall first obtain a license from the commission. The following requirements and restrictions apply to licensing of linked bingo prize providers:

(1) For purposes of this title, a license is required to manage a linked bingo prize or provide bingo game operators with the equipment and supplies to offer linked bingo prize games to their customers;

(2) The applicant shall include upon the application form supplied by the commission, sufficient information to determine the types of services and equipment provided, personal and financial information to determine applicant identity and qualifications, evidence of the obtainment of a bond to cover all linked bingo prize jackpots, as well as all other information and materials required elsewhere in these rules;

(3) The applicant shall comply with all applicable laws of the United States, the state of Washington, and all applicable rules of the Washington state gambling commission; and

(4) If the applicant does not maintain a business office within the state or is incorporated in another state or country, then the applicant must disclose the full name and business and home address of the resident agent designated by the applicant pursuant to WAC 230-12-300.

[Statutory Authority: RCW 9.46.070. 98-24-090 (Order 369), § 230-04-126, filed 12/1/98, effective 1/1/99.]

**WAC 230-04-133 Punch board and pull-tab service business—Registration required—Procedures—Restrictions.** It is in the public's interest to closely control gambling devices and records relating to the operation of a gambling activity. The commission must identify all individuals and businesses that have control over gambling devices, including punch boards and pull-tabs, and all records relating to the operation of gambling activities. Businesses that provide punch board and pull-tab record services, as defined by WAC 230-02-208, shall register with the commission and receive a

permit prior to providing services to a licensee. The following procedures and restrictions apply to punch board and pull-tab service businesses:

(1) Each business seeking to register as a punch board and pull-tab service business shall submit a permit application on a form provided by the commission. Such application shall be complete in every respect, accompanied by proper fees, and signed by the applicant. The application shall include at least the following:

(a) A complete description of the services provided; and  
(b) Personal and criminal history forms for all individuals involved in providing services.

(2) The permit shall be valid for a period not to exceed one year from the date approved.

(3) Any changes in information provided with the application must be submitted to the commission within thirty days of change.

(4) The permit becomes void and the business must apply for a gambling service supplier license to continue providing services if any of the conditions listed below occur:

(a) The nature of the business being provided changes to include services defined in WAC 230-02-205(1); or

(b) The combined total gross billings from providing services exceeds twenty-five thousand dollars during the permit period.

(5) The permit may be revoked by the director at any time for the following reasons:

(a) Reasons set forth in WAC 230-04-400 or RCW 9.46.075; or

(b) The permit holder has acted with gross negligence or intentionally misstated or manipulated a licensee's records or punch board/pull-tab games; or

(c) Failure to produce an operator's record or copies thereof, or punch board or pull-tab games when requested by a commission agent.

(6) Immediately upon request, a punch board and pull-tab service business shall provide the commission or any of its representatives a complete list of customers and the location where records of each are maintained.

(7) If a punch board and pull-tab service business or associate of such business has any interest in a licensed manufacturer or distributor, they shall inform the commission, any operator to which they provide services, and the manufacturer or distributor of the relationship. The director may restrict the manufacturer or distributor from selling punch boards or pull-tabs to such operator.

(8) Punch board and pull-tab service business permit holders shall follow the records requirements of WAC 230-08-026 (1)(a), (c), (d), (2), and (3). In addition, such businesses shall be familiar with minimum recordkeeping requirements and availability of records for services they provide, including but not limited to WAC 230-08-010, 230-12-010 and 230-30-072.

[Statutory Authority: RCW 9.46.070. 06-07-084 (Order 456), § 230-04-133, filed 3/14/06, effective 7/1/06; 99-24-099 (Order 377), § 230-04-133, filed 11/30/99, effective 12/31/99; 98-19-130 (Order 362), § 230-04-133, filed 9/23/98, effective 1/1/99.]

**WAC 230-04-135 Commercial amusement games—License required.** Prior to operating, renting, leasing, or otherwise sharing in the proceeds of amusement games operated

at any location, commercial amusement game operators shall first obtain a license from the commission. The following requirements apply to commercial amusement game operators:

(1) Class A commercial amusement game licensees may allow a Class B and above licensee to operate amusement games at their business premises.

(2) Class B and above commercial amusement game licensees may locate and operate amusement game at any location authorized by WAC 230-04-138 or rent, lease, or sell amusement devices or amusement game equipment on a time basis to any licensed amusement game operator.

(3) In addition to the requirements for certification as set out in WAC 230-04-020 and all other sections of this title, applicants must provide the following additional information for each operating locations:

(a) All locations:

(i) A list of all locations and time and dates at which the activity will be operated;

(ii) When operated at a location not owned, rented, or leased by the applicant, written permission from the person, organization, county, city or town, or an authorized agent thereof, to locate and operate amusement games at that location;

(iii) Sufficient information to determine the identity and personal qualifications for all "adult supervisors," as required by WAC 230-20-680(2);

(iv) A copy of any rental/lease agreement which allows operation of commercial amusement games at any location not owned or otherwise controlled by a licensee. The document must disclose full details of the rental/lease agreement, including any revenue sharing provisions, all costs to be shared, and any restrictions regarding the number of amusement games to be operated; and

(v) Copies of any contract related to rental, lease, or purchase agreement of amusement game equipment.

(b) Permanent locations. In addition to the information required by (a) of this subsection, all applicants requesting to operate amusement games at locations authorized by WAC 230-04-138 (1)(f), (g), (h), (i), (j), (k), or (l) must provide details necessary to determine qualification of the location for operation of the activity and include the following minimum details:

(i) Amusement parks, as authorized by WAC 230-04-138 (1)(f): The number of mechanical or aquatic rides, theatrical productions, motion pictures, and slide show presentations available for the public;

(ii) Regional shopping center, as authorized by WAC 230-04-138 (1)(g): The size of the shopping center, in gross square feet not including parking areas;

(iii) Taverns and restaurant with cocktail lounges, as authorized by WAC 230-04-138 (1)(h): Washington state liquor control board license number and expiration date, and a statement of whether minors are prohibited from all portions of the premises;

(iv) Movie theaters, bowling alleys, miniature golf course facilities, skating facilities, and amusement centers, as authorized by WAC 230-04-138 (1)(i): A complete description of the business activities conducted; and if an amusement center, the number of amusement devices and income

derived from such devices and all other business activities conducted by the licensee during the last twelve months;

(v) Family entertainment restaurants, as authorized by WAC 230-04-138 (1)(j): The number of amusement devices, theatrical productions, mechanical rides, motion pictures, and slide show presentation available for customers on a daily basis; and the amount of gross income generated from the entire business and that portion of gross income generated from food service for on-premises consumption; and

(vi) Grocery stores as authorized by WAC 230-04-138 (1)(k): The type of retail products sold and size of the store premises, in gross square feet not including parking areas.

(c) Limited duration locations. In addition to the information required by (a) of this subsection, all applicants requesting to operate commercial amusement games must receive written permission from the sponsor of any activity authorized by WAC 230-04-138 (1)(a), (d), or (e) and submit an itinerary that includes planned operating dates for all locations at which the applicant plans operations during the year. This itinerary must be updated any time the dates of operation change.

[Statutory Authority: RCW 9.46.070 and 34.05.230. 01-01-016 (Order 396), § 230-04-135, filed 12/6/00, effective 1/6/01. Statutory Authority: RCW 9.46.070. 93-19-090 (Order 244), § 230-04-135, filed 9/15/93, effective 10/16/93. Statutory Authority: Chapter 9.46 RCW. 91-21-053 (Order 228), § 230-04-135, filed 10/15/91, effective 11/15/91.]

**WAC 230-04-138 Commercial amusement games—Authorized locations.** (1) Amusement games may only be conducted by commercial amusement game licensees when operated as a part of, and/or upon the site of:

(a) Any agricultural fair as authorized under chapter 15.76 or 36.37 RCW; or

(b) A civic center of a county, city or town; or

(c) A world's fair or similar exposition which is approved by the Bureau of International Expositions at Paris, France; or

(d) A community-wide civic festival held not more than once annually and sponsored or approved by the city, town, or county in which it is held; or

(e) A commercial exposition organized and sponsored by an organization or association representing the retail sales and service operators conducting business in a shopping center or other commercial area developed and operating for retail sales and service, but only upon a parking lot or similar area located in said shopping center or commercial area for a period of no more than seventeen consecutive days by any licensee during any calendar year; or

(f) An amusement park. An amusement park is a group of activities, at a permanent location, to which people go to be entertained through a combination of various mechanical or aquatic rides, theatrical productions, motion picture and/or slide show presentation with food and drink service. The amusement park must include at least five different mechanical or aquatic rides, three additional activities and the gross receipts must be primarily from these amusement activities; or

(g) Within a regional shopping center. A regional shopping center is a shopping center developed and operated for retail sales and service by retail sales and service operators and consisting of more than six hundred thousand gross

square feet not including parking areas. Amusement games conducted as a part of, and upon the site of, a regional shopping center shall not be subject to the prohibition on leases of premises based on a percentage of gambling receipts set forth in RCW 9.46.120; or

(h) Any location that possesses a valid license from the Washington state liquor control board and prohibits minors on their premises; or

(i) Movie theaters, bowling alleys, miniature golf course facilities, skating facilities, and amusement centers. For the purposes of this section an amusement center shall be defined as a permanent location whose primary source of income is from the operation of ten or more amusement devices; or

(j) Any business whose primary activity is to provide food service for on premises consumption; or

(k) Within a department or grocery store whose primary business is the retail sale of a full line of clothing, accessories, and household goods, or a full line of dry grocery, canned goods, or nonfood items plus some perishable items, or a combination of both, and consisting of more than ten thousand gross square feet of retail and support space not including the parking areas; or

(l) Any premise controlled and operated by a bona fide charitable/nonprofit organization that it currently licensed to operate punch boards and pull-tabs and/or bingo if the rent or other consideration paid to the charitable/nonprofit organization is equal to or greater than twenty-two percent of the gross gambling receipts of the activity.

(2) No amusement games may be conducted in any location except in conformance with local zoning, fire, health, and similar regulations.

(3) No amusement games may be conducted in any location(s) without first having obtained written permission to do so from the person or organization owning the premises or property where the activity will be operated. If the games are conducted as a part of or in conjunction with any of the activities set out in subsection (1)(a), (b), (c), (d), or (e) of this section, written permission must be obtained from the person or organization sponsoring the activity.

(4) All rental agreements relating to use of a premises or site to conduct amusement games must be submitted to the commission as a part of the application.

(5) Any operator licensed to conduct Class B or above amusement games may enter into a contract with the business owner of any of the locations set out in subsection (1)(f), (g), (h), (i), (j), (k), or with charitable/nonprofit organizations set out in subsection (l) of this section to locate and operate amusement games upon their premises if they are licensed to conduct amusement games. All such contracts must be written and specific in terms, setting out the time of the contract, amount of rent or consideration, rent due dates, and all expenses to be borne by each party.

[Statutory Authority: RCW 9.46.070 (1), (3), (8), (9), (11), (13), (14), (20) and 9.46.0331, 9.46.073, § 230-04-138, filed 4/22/97, effective 7/1/97. Statutory Authority: 1996 c 283 § 314, RCW 9.46.0331, 9.46.070 (1), (3), (5), (7)-(9), (11), (13), (14), (17), (20) and 9.46.090, 9.46.081 (Order 300), § 230-04-138, filed 9/18/96, effective 10/19/96. Statutory Authority: RCW 9.46.070, 9.46.090 (Order 244), § 230-04-138, filed 9/15/93, effective 10/16/93; 93-01-013, § 230-04-138, filed 12/4/92, effective 1/4/93. Statutory Authority: RCW 9.46.070 and 9.46.0331, 9.46.093 (Order 227), § 230-04-138, filed 9/18/91, effective 10/19/91.]

(2007 Ed.)

**WAC 230-04-140 Licensing of public card room employees—Procedures—Exceptions.** Except as provided for in this section, no person shall act as a public card room employee in a Class E, F, or house-banked card room unless such person has received a license from the commission. Public card room operators shall not employ any unlicensed person to perform duties for which a license is required and shall take all measures to prevent an unlicensed person from doing so. The following procedures and exceptions apply to card room employee licenses:

**Applicants working prior to licensure.**

(1) Individuals may perform card room duties prior to receiving a card room employee license if:

(a) They have properly submitted a completed card room employee application to the commission and met all the requirements set forth in this subsection. For purposes of this section, an application shall be deemed complete when all requested data has been entered on the form, all questions are fully and truthfully answered, all attachments are included and the application is accompanied by the required fees. An application shall be deemed received when delivered to the commission's headquarters office during normal business hours or deposited in the U.S. mail properly addressed to the commission;

(b) Commission staff has performed basic criminal background procedures prior to any duties being performed. To assure adequate time for such investigation, applicants shall not be allowed to perform card room duties until at least ten days has elapsed from the date of application or notification by the commission that the card room employee may begin to work: Provided, That commission staff may waive the ten-day waiting period. Such a waiver shall only be granted if:

(i) An employer can demonstrate an urgent and unexpected need for such employee;

(ii) The failure to grant such waiver would result in business closure or weaken the control structure of the activity;

(iii) The circumstances causing the need for a waiver was beyond the control of the licensee;

(iv) Commission staff is able to complete expedited review procedures; and

(v) The fee for such waiver is paid per WAC 230-04-204; and

(c) They are not restricted by subsection (2) of this section.

**Applicants not allowed to work prior to licensure.**

(2) An individual shall not be allowed to work prior to receiving a card room employee license if:

(a) The commission has previously revoked a license or denied an application by that individual; or

(b) They have been convicted of, or forfeited bond upon a charge of, or pleaded guilty to certain offenses set forth in RCW 9.46.075, 9.46.158, and WAC 230-04-400; or

(c) The applicant:

(i) Has administrative or criminal charges pending;

(ii) Is awaiting results of an administrative hearing, criminal trial or appeal;

(iii) Is serving a period of probation or otherwise under court supervision; or

(iv) Is subject to an arrest warrant.

**Unqualified card room employees - suspension of duties.**

(3) Once the commission notifies a card room operator that an employee is not qualified to work without a license, the operator shall immediately suspend the applicant employee from all card room related duties.

**Fees for applicants working prior to licensure.**

(4) If an applicant elects to perform the duties of a card room employee prior to receiving a license as authorized under the provisions of this section, the commission shall retain the entire application fee regardless of the disposition of the application.

**Owners not required to be licensed as a card room employee.**

(5) A sole owner, partner, major officer and/or owner of a substantial interest in a corporation or member of a limited liability company licensed to operate a public card room shall not be required to be additionally licensed as a card room employee to perform duties in connection with the card room.

**Employer shall sign application.**

(6) The operator of a public card room or partner or officer of the entity operating the card room for which the applicant will work shall sign the application of each such card room employee acknowledging that the applicant will be working for that operator with the operator's knowledge and consent.

**License shall be valid for one year.**

(7) A card room employee license shall be valid for a period not to exceed one year from the date a license is issued or the date of the application if the applicant works prior to receiving a license.

**Employer shall maintain copies of all licenses.**

(8) A licensed operator shall maintain a photocopy of each card room employee's license, or application if a license has not been issued, on the licensed premises at all times. Such photocopy shall be available for inspection by commission staff or other law enforcement personnel upon request.

**Working for an additional employer or changing employers - fees.**

(9) A card room employee may work for an additional employer or change employers after all requirements of WAC 230-04-142 have been met. The required notification forms, as set forth in WAC 230-04-142, shall be maintained by the employing organization as required by subsection (8) of this section. The fee for changing employers shall be as set forth in WAC 230-04-204.

**Class III employees working as a card room employee - fees.**

(10) A certified Class III gaming employee may work as a card room employee after all requirements of WAC 230-04-142 have been met. The fee for a conversion shall be as set forth in WAC 230-04-204.

[Statutory Authority: RCW 9.46.070. 01-05-021 (Order 400), § 230-04-140, filed 2/9/01, effective 3/12/01; 00-09-052 (Order 383), § 230-04-140, filed

4/14/00, effective 5/15/00. Statutory Authority: RCW 9.46.070 and 9.46.116. 96-24-007 (Order 304), § 230-04-140, filed 11/21/96, effective 1/1/97. Statutory Authority: Chapter 9.46 RCW. 87-09-043 (Order 167), § 230-04-140, filed 4/14/87. Statutory Authority: RCW 9.46.070 (1), (7), (11), (14), and (17). 83-21-073 (Order 137), § 230-04-140, filed 10/18/83. Statutory Authority: RCW 9.46.070(16). 80-03-059 (Order 98), § 230-04-140, filed 2/25/80; 79-09-029 (Order 91), § 230-04-140, filed 8/14/79; 78-08-055 (Order 86), § 230-04-140, filed 7/20/78, effective 9/1/78; 78-06-066 (Order 85), § 230-04-140, filed 5/25/78, effective 9/1/78.]

**WAC 230-04-142 Notification to the commission upon beginning, terminating, or changing employment—Public card room employees.** A licensed public card room operator shall notify the commission in writing before a card room employee begins work in the card room or has terminated employment for any reason.

(1) The notification shall be submitted on a form provided by the commission.

(2) Each notification shall be submitted before the card room employee's first day of work or when the employer determines the card room employee will no longer be working, as applicable, and shall reach the administrative office of the commission in Lacey, not later than 5:00 p.m. on the seventh business day following the employee's first day of work or last day of work, as applicable.

(3) A fee, the amount of which is set forth in WAC 230-04-204, must be submitted before a licensed card room employee or certified Class III employee begins working at another location.

(4) This rule shall not apply to persons operating a public card room under a Class B or Class D license only.

[Statutory Authority: RCW 9.46.070. 05-11-084 (Order 446), § 230-04-142, filed 5/17/05, effective 7/1/05; 01-05-021 (Order 400), § 230-04-142, filed 2/9/01, effective 3/12/01. Statutory Authority: RCW 9.46.070(7). 79-09-029 (Order 91), § 230-04-142, filed 8/14/79.]

**WAC 230-04-143 Licensing of commercial gambling managers.** *What application procedures must I complete prior to working as a commercial gambling manager?*

(1) On or before the first day he or she actually performs work as a commercial gambling manager, a person shall submit an application for a license to the commission. Such application shall not be deemed complete and properly submitted for the purposes of this rule unless and until all questions on the commission's application form and attachments are fully and truthfully answered and the form, with all attachments, together with the required fee, has been delivered to the commission office during regular business hours (or actually deposited in the United States mail properly addressed to the commission). In addition, the applicant must complete a training course as provided by the commission within 30 days after the first day worked.

(2) If an applicant elects to perform the duties of a commercial gambling manager prior to receiving a license, as authorized under provisions of paragraph (5)(a) and (5)(b) below, the commission shall retain the entire application fee regardless of the disposition of the application.

(3) A sole owner, partner, major officer and/or owner of a substantial interest in a corporation licensed to operate a progressive jackpot pull-tab game shall not be required to be additionally licensed as a commercial gambling manager to perform duties in connection with the activity.



(4) The operator of a progressive jackpot pull-tab game or partner or officer of the entity operating activity for which the applicant will work shall sign the application of each such commercial gambling manager acknowledging that the applicant will be working for that operator with the operator's knowledge and consent.

*When can I begin working as a commercial gambling manager?*

(5) No person shall act as a commercial gambling manager for the operation of progressive jackpot pull-tab games unless he or she has either received a license to do so from the commission or, if:

(a) The commission has not previously revoked a license or denied an application by that person for such a license; and

(b) He or she has properly applied for such license. If there has been such a previous denial or revocation, or if the applicant has been convicted of, or forfeited bond upon a charge of, or pleaded guilty to certain offenses set forth in RCW 9.46.158, that person shall not act as a commercial gambling manager unless he or she has been issued a license by the commission.

[Statutory Authority: RCW 9.46.070, 9.46.120, 9.46.0273, 9.46.310 and 34.05.313. 96-24-006 (Order 305), § 230-04-143, filed 11/21/96, effective 1/1/97.]

#### **WAC 230-04-145 Licensing of charitable or non-profit gambling managers—Application procedures.**

Each charitable or nonprofit organization licensed to conduct gambling activities shall designate gambling managers who will be responsible to the officers or board of directors for the proper conduct of the activity and safeguarding of all funds generated by such. An individual may be designated as the gambling manager for more than a single activity if so noted on the application for each activity. No person shall perform the duties of a gambling manager, as set out in WAC 230-12-079, unless they have been approved by the commission. Applicants for a license to perform duties of a gambling manager shall comply with the following procedures:

*Who must apply for a charitable or nonprofit gambling manager license?*

(1) Gambling managers responsible for the following functions of a charitable or nonprofit organization shall be licensed by the commission:

(a) Primary manager of Class D and above bingo games;  
(b) Primary manager of Class C and above punch boards and pull-tabs;

(c) Any employee responsible for supervision of gambling managers required to be licensed by (a) or (b) of this subsection;

(d) The employee assigned the highest level of authority by the officers or governing board of directors to manage the day-to-day affairs of the organization and who is responsible for safeguarding assets purchased with gambling funds or managing the disbursement of gambling funds when:

(i) The organization is licensed to receive more than three hundred thousand dollars in gross gambling receipts; or

(ii) The organization has an established trust and/or endowment fund and gambling receipts in excess of one hun-

dred thousand dollars have been contributed to such funds; and

(e) An employee responsible for supervision of the operation of progressive jackpot pull-tab games, as authorized in WAC 230-30-025.

*What must I do if I wish to begin work as a gambling manager before I have received my permanent license?*

(2) Prior to performing duties as a licensed gambling manager, each applicant shall:

(a) Submit a completed application to the commission on or before the first day the applicant begins working: Provided, That an applicant shall not perform any of the duties of a gambling manager prior to issuance of a license by the commission if one or more of the following conditions exist:

(i) The applicant has been previously denied a license or had a license suspended or revoked by the commission;

(ii) The applicant has been served administrative or criminal charges and such charges are pending at the time of the application;

(iii) The applicant has been convicted of, or forfeited bond upon a charge of, or pleaded guilty to any offense set forth in RCW 9.46.158; or

(iv) The applicant has violated, failed, or refused to comply with provisions, requirements, conditions, limitations, or duties imposed by chapter 9.46 RCW or any rules of the commission.

(b) Complete a training course provided by the commission within thirty days after the first day worked as required by WAC 230-04-020. Individuals that have been performing duties or assigned responsibilities that require a gambling manager license under this section, for at least ninety days prior to the effective date of this section, may be exempted from such training by the director. Types of training required:

(i) Individuals applying for a license under the provisions of subsection (1)(a), (b), or (c) of this section shall attend training for each gambling activity for which they have been assigned primary or secondary oversight responsibility; and

(ii) Individuals applying for a license under the requirements of subsection (1)(d) of this section shall attend training related to safeguarding assets and proper uses of gambling funds.

(3) If an applicant elects to perform the duties of a charitable or nonprofit gambling manager prior to receiving a permanent license as authorized under the provisions of subsection (2) above the commission shall retain the entire application fee regardless of the disposition of the application.

*What must the application contain?*

(4) Each application shall be submitted as specified in WAC 230-04-020, and signed by both the applicant and the highest ranking executive officer of the organization;

*For how long will a gambling manager license be valid?*

(5) A gambling manager license shall be valid for a period not to exceed one year beginning on the date of issuance or the date the application was submitted if the applicant began working prior to licensure, as authorized by subsection (2)(a) of this section, whichever occurs first: Provided, That

should a licensed gambling manager's employment with the organization listed on the license application be terminated, for any reason, the license shall become immediately void. This individual must reapply for a license prior to performing gambling manager duties for any other charitable or non-profit organization. Prior to granting a license to a previously licensed gambling manager, the commission shall conduct an investigation to determine the continued qualification of the individual. Such investigation may include inquiries to the previous employer;

*What are the fees governing this type of license?*

(6) The fee for this license shall be as required by WAC 230-04-204: Provided, That if an applicant is changing employment from one licensee to another prior to the expiration date as specified in subsection (4) of this section, the fee shall be as required for license renewal;

*Can an organization have more than one gambling manager?*

(7) An organization may appoint more than one gambling manager who is responsible for supervising bingo games or punch board and pull-tab operations. The manager assigned the highest level of authority for each specific activity shall be designated on the application as the "primary gambling manager" and all others as "assistant gambling managers."

[Statutory Authority: RCW 9.46.070, 9.46.120, 9.46.0273, 9.46.310 and 34.05.313. 96-24-006 (Order 305), § 230-04-145, filed 11/21/96, effective 1/1/97. Statutory Authority: RCW 9.46.070. 95-09-062 (Order 268), § 230-04-145, filed 4/18/95, effective 5/19/95. Statutory Authority: Chapter 9.46 RCW. 94-24-056 (Order 262), § 230-04-145, filed 12/5/94, effective 1/5/95; 87-15-052 (Order 169), § 230-04-145, filed 7/14/87; 87-09-043 (Order 167), § 230-04-145, filed 4/14/87; 87-07-038 (Order 165), § 230-04-145, filed 3/16/87. Statutory Authority: RCW 9.46.070 (1), (7), (11), (14), and (17). 83-21-073 (Order 137), § 230-04-145, filed 10/18/83. Statutory Authority: RCW 9.46.070(17). 81-21-032 (Order 113), § 230-04-145, filed 10/15/81.]

**WAC 230-04-147 Notification to the commission upon beginning, terminating, or changing responsibilities of charitable or nonprofit gambling managers.** A charitable or nonprofit organization shall notify the commission in writing when a gambling manager has been assigned primary responsibility for the operation of any gambling activity or disbursement of funds, or has terminated employment and/or responsibilities for any reason. Individuals required to be licensed shall immediately submit an application for a license, as required by WAC 230-04-020 and 230-04-145. The following procedures shall be followed for notification of changes in responsibilities of gambling managers that do not require an application:

(1) The notification shall be in writing and include:

(a) The full name and date of birth of the gambling manager;

(b) The date the gambling manager was assigned new responsibilities or the date employment and/or responsibilities terminated; and

(c) A full description of the change in duties and/or responsibilities;

(2) The notification shall be signed by the highest ranking elected officer or the individual assigned the responsibility of supervising the gambling manager;

(3) The notification shall be made immediately and must reach the commission's headquarters office in Lacey not later than 5:00 p.m. on the tenth day following the person's first day of work or last day of work, as applicable. If the tenth day falls on a Saturday, Sunday, or state holiday, it shall be due upon the next following business day.

[Statutory Authority: RCW 9.46.070. 95-09-062 (Order 268), § 230-04-147, filed 4/18/95, effective 5/19/95. Statutory Authority: RCW 9.46.070(14). 81-21-032 (Order 113), § 230-04-147, filed 10/15/81.]

**WAC 230-04-151 Supplemental information.** In addition to the application form the applicant or licensee shall submit any supplemental information requested by the commission to the commission within thirty days following the date of issuance of the request or within such other time as the commission may direct. Failure to timely submit any of the requested supplemental information to the commission shall be grounds for denial of the license sought, and for revocation of any licenses held.

[Order 12, § 230-04-151, filed 2/14/74.]

**WAC 230-04-170 Applicants—Qualifications.** When a married person maintains a marital community and applies for, or holds, a license to operate gambling activities, their spouse must also meet the qualifications to hold a gambling license. This includes, but is not limited to, owners of commercial gambling establishments and officers of charitable/nonprofit organizations. However, the spouse of an employee that works for a gambling operation is not required to meet the licensing qualifications.

[Statutory Authority: RCW 9.46.070 and 34.05.230. 01-01-016 (Order 396), § 230-04-170, filed 12/6/00, effective 1/6/01. Statutory Authority: RCW 9.46.070(13). 78-06-066 (Order 85), § 230-04-170, filed 5/25/78; Order 5, § 230-04-170, filed 12/19/73.]

**WAC 230-04-175 License does not grant vested right.** The issuance of any license by the commission shall not be construed as granting a vested right in any of the privileges so conferred.

[Order 25, § 230-04-175, filed 10/23/74; Order 12, § 230-04-175, filed 2/14/74; Order 5, § 230-04-175, filed 12/19/73.]

**WAC 230-04-180 Background checks—Fingerprinting.** The commission may require background checks prior to issuing any license, certification or permit, on persons holding an interest in a gambling activity; persons holding an interest in a building or equipment used for a gambling activity; and employees of a gambling activity.

(1) A national criminal history background check, using fingerprints submitted to the United States Department of Justice - Federal Bureau of Investigation, shall be conducted to determine the qualifications of applicants for the following licenses, permits or certifications:

(a) Amusement games for commercial use: Class E and above;

(b) Card games: Class E, Class F and house-banked card rooms;

(c) Punch boards/pull-tabs for commercial stimulant: Class F and above;

(d) Manufacturers: Class B and above;

(e) Distributors: Class B and above;

- (f) Gambling service suppliers;
- (g) Representatives for distributors, manufacturers, gambling service suppliers, and linked bingo prize providers;
- (h) Managers of commercial gambling operations;
- (i) Public card room employees; and
- (j) Linked bingo prize providers.

(2) The commission may require a national criminal history background check, using fingerprints submitted to the United States Department of Justice - Federal Bureau of Investigation, for any other person submitting information to the commission.

[Statutory Authority: RCW 9.46.070. 02-17-034 (Order 415), § 230-04-180, filed 8/13/02, effective 9/13/02; Order 5, § 230-04-180, filed 12/19/73.]

**WAC 230-04-187 Recreational gaming activity—Permit or license required.** Any organization wanting to conduct or sponsor a recreational gaming activity must either:

- (1) Complete the appropriate form and secure a recreational gaming permit from the commission at least fourteen days prior to commencement; or
- (2) Contract with a licensed distributor to organize and conduct the recreational gaming activity on their behalf.

The fee for such activity or a distributor's license shall be as required by WAC 230-04-202 or 230-04-203.

[Statutory Authority: RCW 9.46.070 (4), (11), (14), (17) and (20). 96-09-071, § 230-04-187, filed 4/16/96, effective 7/1/96. Statutory Authority: Chapter 9.46 RCW. 91-15-040 (Order 224), § 230-04-187, filed 7/17/91, effective 8/17/91.]

**WAC 230-04-190 Issuance of license—Expiration—Restrictions.** The commission may only issue a license to qualified applicants. All licenses are issued subject to the following restrictions:

- (1) The commission may issue the following licenses:

(a) **Charitable and nonprofit organizations and agricultural fairs.** The commission may issue a license to qualified bona fide charitable or nonprofit organizations or to qualified agricultural fairs to operate each of the following activities upon a specified location:

- (i) Bingo;
- (ii) Raffles;
- (iii) Amusement games;
- (iv) Punch boards and pull-tabs;
- (v) Social card games; and
- (vi) Fund raising events as defined in RCW 9.46.0233:

Provided, That any agricultural fair authorized under the provisions of chapter 15.76 or 36.37 RCW is prohibited from conducting fund raising events.

(b) **Commercial amusement games.** The commission may issue a separate license to any person to operate amusement games at one or more of the locations listed in WAC 230-04-138.

(c) **Commercial stimulant card games.** The commission may issue a license to any person operating a business primarily engaged in the selling of items of food or drink for consumption on the premises to allow a specified portion of a specified premises to be used by persons to play authorized card games.

(2007 Ed.)

(d) **Public card room employee.** The commission may issue a license to any person to perform duties in a public card room.

(e) **Commercial stimulant punch boards and pull-tabs.** The commission may issue a license to a person operating a business primarily engaged in the selling of items of food or drink for consumption on the premises to operate punch boards and pull-tabs upon specified premises.

(f) **Manufacturers and distributors of gambling equipment and paraphernalia.** The commission may issue a separate or combination license to the following:

(i) Manufacturers of punch boards, pull-tabs, devices for the dispensing of pull-tabs, bingo equipment, and other gambling equipment, supplies, and paraphernalia; and

(ii) Distributors of punch boards, pull-tabs, devices for the dispensing of pull-tabs, bingo equipment, and any gambling equipment, supplies, or paraphernalia for use in connection with authorized activities.

(g) **Representatives of manufacturers or distributors.** The commission may issue a separate license to a representative of a manufacturer or distributor to engage in the sale and distribution of gambling equipment and paraphernalia.

(h) **Recreational gaming activity permit.** The commission may issue a permit to an organization that has been in existence for at least six months to conduct a recreational gaming activity as defined by WAC 230-02-505.

#### **License expiration.**

(2) Each such license shall be valid for the period of time or the level of gross gambling receipts set forth on the license. In no case shall the time period exceed one year from the date that such license is issued: Provided, That license expiration dates may be adjusted by commission staff to schedule workload. Organizations licensed for more than one activity may have all expiration dates adjusted to end on the same day. Whenever license expiration dates are adjusted under this provision, the required fee shall be prorated by the commission. The prorated fees shall be computed on a monthly basis (i.e., one-twelfth of the annual payment per month) and subtracted from the regular annual fee. A prorated fee will be based on the number of whole months remaining upon approval of a license. For purposes of computing fees under this section, any part of a month in which the activity is authorized to be operated shall be deemed to be a whole month. Any difference between the required fee which exceeds twenty dollars, shall be refunded to the applicant. Specific expiration dates are as follows:

(a) Licenses issued to conduct any authorized activity in connection with and upon the site of a qualified agricultural fair, qualified community-wide civic festival, qualified world's fair, or qualified civic center shall be valid only for the duration of the fair or festival, or, in the case of an activity at a civic center, for the seasons during which the civic center is operating and open to the public. In no event shall such license exceed one calendar year.

(b) A license issued to conduct a raffle in connection with a qualified agricultural fair, qualified community-wide civic festival or qualified world's fair shall be in effect from the date the license was issued through the conclusion of the fair or festival;

(c) A license issued to conduct a card tournament shall be valid only for the duration of the tournament, but in no event shall exceed ten consecutive days;

(d) A license issued to conduct a fund raising event shall be valid only for the place and time set forth in the application or otherwise approved by the commission. The number of events permitted under the license in any calendar year is subject to the limitations set out in RCW 9.46.0233 defining a fund raising event: Provided, That a fund raising event license shall allow an organization to have possession of gambling equipment authorized for use at a fund raising event for a period of one year beginning on the day of the event and to rent such for up to four occasions per year to other organizations licensed to operate fund raising events;

(e) A license issued to an individual shall be valid for a period not to exceed one year from the date the individual was assigned duties requiring a license, the date the license was actually issued, or as set forth elsewhere in this title, whichever occurs first: Provided, That a charitable or non-profit gambling manager or distributor representative license shall become void upon a change of employer; and

(f) A bingo license that has been limited under the restrictions of WAC 230-20-062 shall expire when the level of authorized gross gambling receipts is reached. A license that expires under this subsection shall not be granted an increase in license class for the current license period until all requirements of WAC 230-04-260 have been met or the commission grants an increase in license class under procedures set forth in WAC 230-20-062.

#### Reinstating expired licenses.

(3) If any licensee fails to submit a properly completed application and all applicable fees prior to the normal expiration date, the license shall expire and the operation of the applicable activity must immediately cease. When a license expires, a new application must then be submitted and a pre-licensing evaluation/investigation to the extent deemed necessary by the director will be completed prior to granting a license: Provided, That if a properly completed renewal application and fees are received at the commission headquarters office within the fourteen-day period following the expiration date, the commission may reinstate the license using normal renewal procedures. Reinstating a license under this provision does not, in any case, grant authority to operate the activity during the period between the normal expiration date and the date of reinstatement.

#### Two-part payment plan for license fees.

(4) The commission may allow an applicant renewing an annual license or applying for an additional license to pay the license fee in two payments under the following conditions:

(a) The license fee is at least eight hundred dollars;

(b) The applicant pays an administrative processing fee as set forth in WAC 230-04-202 or 230-04-203, plus one-half of the annual license fee at the time of application or renewal;

(c) Licenses issued under the two-payment plan shall be issued with an expiration date as determined by subsection (2) of this section and a second-half payment due date. If the second-half payment is received on or before the due date, the license will remain in effect until the expiration date. If the licensee fails to submit the second-half payment prior to

the due date, the license shall expire and all operations of the activity must stop; and

(d) Gross gambling receipts during the first-half payment period must not exceed fifty percent of the authorized class limitation for annual gross gambling receipts. Licensees whose gross gambling receipts exceed fifty percent of the authorized level shall be required to apply for a license at the appropriate license class as required by WAC 230-04-260 and pay the full upgrade fee, plus an administrative processing fee, as set forth in WAC 230-04-202 and 230-04-203.

#### Conditions of license issuance.

(5) All activities so licensed are licensed subject to compliance with all of the applicable provisions of chapter 9.46 RCW, including any amendments thereto, all applicable rules and regulations passed by the commission, all other applicable laws of the United States, the state of Washington and all political subdivisions of the state of Washington which include but are not limited to the following:

- (a) Business licenses or permits;
- (b) Health certificates;
- (c) Fire inspections;
- (d) Use and occupancy permit; and
- (e) Liquor license or permit.

[Statutory Authority: RCW 9.46.070. 01-11-063 (Order 401), § 230-04-190, filed 5/11/01, effective 6/11/01. Statutory Authority: RCW 9.46.070 (1), (2), 97-14-013, § 230-04-190, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070 and 9.46.116. 96-24-007 (Order 304), § 230-04-190, filed 11/21/96, effective 1/1/97. Statutory Authority: RCW 9.46.070. 94-23-007, § 230-04-190, filed 11/3/94, effective 1/1/95. Statutory Authority: RCW 9.46.0331. 91-22-029 (Order 229), § 230-04-190, filed 10/29/91, effective 11/29/91. Statutory Authority: Chapter 9.46 RCW. 91-15-040 (Order 224), § 230-04-190, filed 7/17/91, effective 8/17/91. Statutory Authority: Chapter 34.05 RCW. 90-03-064 (Order 203), § 230-04-190, filed 1/18/90, effective 2/18/90. Statutory Authority: RCW 9.46.070 (4), (11) and (14). 89-24-002 (Order 201), § 230-04-190, filed 11/27/89, effective 12/28/89. Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-04-190, filed 4/18/89, effective 7/1/89. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-13-060 (Order 179), § 230-04-190, filed 6/14/88. Statutory Authority: RCW 9.46.070 (1), (2), (3), (4) and (14). 87-21-015 (Order 172), § 230-04-190, filed 10/9/87. Statutory Authority: RCW 9.46.020(23). 81-03-045 (Order 105), § 230-04-190, filed 1/16/81. Statutory Authority: RCW 9.46.070(16). 78-06-066 (Order 85), § 230-04-190, filed 5/25/78. Statutory Authority: RCW 9.46.070(10). 78-05-043 (Order 84), § 230-04-190, filed 4/21/78; Order 78, § 230-04-190, filed 11/17/77; Order 51, § 230-04-190, filed 4/30/76; Order 42, § 230-04-190, filed 9/18/75; Order 23, § 230-04-190, filed 9/23/74; Order 5, § 230-04-190, filed 12/19/73.]

**WAC 230-04-191 Permits required for persons conducting bingo at agricultural fairs.** Before bingo is conducted at an agricultural fair, by a person or persons other than members of the licensee, or employees or volunteers working solely for the licensee, the licensee shall obtain, in addition to its own license, the approval of the commission of, and a permit from the commission for, each such person to operate said games.

Permits shall be applied for by the licensee by fully completing and returning to the commission its application form entitled "application for permit to conduct activity at agricultural fair," together with the fee required for each permit. The licensee is responsible for the operation of each activity conducted under the authority of its license and any violation by any one of the operators of the licensed activities within the fair or any of the provisions of chapter 9.46 RCW, or any

amendments thereto, or of the rules of this commission, shall be grounds for the suspension or revocation of both the license and any permits issued thereunder.

No activity for which a license is required shall be conducted other than by the licensee, its members or employees or volunteers working solely for the licensee without the required permit having been first obtained and being prominently displayed as required elsewhere in these rules.

Permits issued by the commission under this rule shall be for the duration of the fair but in no event shall exceed one calendar year.

[Order 53, § 230-04-191, filed 5/25/76; Order 23, § 230-04-191, filed 9/23/74.]

**WAC 230-04-193 Persons may obtain an annual permit to conduct bingo at agricultural fairs only.** (1) An operator of bingo games may apply to the commission for a permit approving that operator to conduct bingo games at licensed agricultural fairs only. Such a permit shall be valid only when such games are conducted under an agreement with a fair holding a bingo license from the commission.

(2) It shall not be necessary for a licensed fair to obtain a permit on behalf of an operator under WAC 230-04-191 when the operator possesses a permit including the applicable event and location which has been obtained under this rule. However, the management of each agricultural fair licensee shall not be relieved from full and concurrent responsibility for the fair and lawful operation of bingo conducted under the authority of its license and any violation by any one of the permittees of any of the provisions of chapter 9.46 RCW, or any amendments thereto, or of the rules of the commission, shall be grounds for the suspension or revocation of the license.

(3) Applications for these annual permits shall be submitted by the operator upon the application forms provided by the commission, and accompanied by the required fee. All information required by the commission or its staff shall be submitted in accordance with the procedures and subject to the same conditions as an application for a license under these rules. A change in the information furnished to the commission shall be made known to the commission in writing by the owner or chief executive officer of the operator within ten days of the change.

(4) Persons holding these permits who have contracted with a licensee to operate bingo shall notify, in writing, the county sheriff of each county, or the chief of police of each city, in which he will operate these games, of the times and locations at which they will be operated not later than ten days prior to operating any such games in that jurisdiction. The employment records of the permittee shall be made available to such local law enforcement officers upon demand.

[Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-04-193, filed 6/15/84; Order 53, § 230-04-193, filed 5/25/76; Order 23, § 230-04-193, filed 9/23/74; Order 15, § 230-04-193, filed 4/17/74.]

(2007 Ed.)

**WAC 230-04-194 Denial or revocation of annual operator permit for special locations—Grounds and effect.** Permits granting approval obtained under WAC 230-04-191 or 230-04-193 may be denied or revoked by the commission for the same reasons as set forth under WAC 230-04-400. However, denial or revocation of such an annual permit shall not bar an application being submitted to the commission by a licensee on behalf of that operator for the commission's approval of, and permit for, the operator to conduct bingo at a particular event under WAC 230-04-191. The commission will again consider its reasons for denying or revoking the annual permit at the time it considers a subsequent application on behalf of that operator to conduct bingo games at a particular agricultural fair or other location.

[Order 53, § 230-04-194, filed 5/25/76; Order 23, § 230-04-194, filed 9/23/74; Order 21, § 230-04-194, filed 8/20/74; Order 15, § 230-04-194, filed 4/17/74.]

**WAC 230-04-202 Fees—Bona fide charitable/non-profit organizations.** Bona fide charitable and nonprofit organizations shall submit the following fees to the commission when applying for gambling licenses, permits, miscellaneous changes, inspection services, or when assessed the cost of special investigation procedures by the commission:

<u>LICENSE TYPE</u>		<u>DEFINITION</u>	<u>FEE</u>
<b>1. AMUSEMENT GAMES</b>		(Fee based on annual gross gambling receipts)	
*	Class A	Premises only	\$ 54
	Class B	Up to \$10,000	\$ 54
	Class C	Up to \$25,000	\$ 294
	Class D	Up to \$50,000	\$ 472
	Class E	Over \$50,000	\$ 822
* Allows a charitable or nonprofit organization to enter into a contract with Class "B" or above commercial amusement game licensee to locate and operate amusement games on their premises.			
<b>2. BINGO GROUP</b>		(Fee based on annual gross gambling receipts)	<b>VARIANCE *</b>
	Class A	Up to \$ 25,000	\$ 1,000 \$ 54
	Class B	Up to \$ 75,000	\$ 1,000 \$ 171
	Class C	Up to \$ 150,000	\$ 2,000 \$ 350
	Class D	Up to \$ 350,000	\$ 4,000 \$ 944
	Class E	Up to \$ 650,000	\$ 8,000 \$ 1,590
	Class F	Up to \$ 1,500,000	\$ 15,000 \$ 3,196
	Class G	Up to \$ 2,000,000	\$ 23,000 \$ 4,612
	Class H	Up to \$ 3,000,000	\$ 30,000 \$ 6,162
	Class I	Up to \$ 4,000,000	\$ 38,000 \$ 7,700
	Class J	Up to \$ 5,000,000	\$ 45,000 \$ 9,238
	Class K	Up to \$ 6,000,000	\$ 53,000 \$ 10,364
	Class L	Up to \$ 7,000,000	\$ 60,000 \$ 11,846
	Class M	Up to \$ 8,000,000	\$ 65,000 \$ 13,330
	Class N	Up to \$ 9,000,000	\$ 70,000 \$ 14,500
	Class O	Up to \$ 10,000,000	\$ 75,000 \$ 16,000
	Class P	Up to \$ 11,000,000	\$ 80,000 \$ 17,500
	Class Q	Up to \$ 12,000,000	\$ 85,000 \$ 21,000
	Class R	Up to \$ 13,000,000	\$ 90,000 \$ 24,000
	Class S	Up to \$ 14,000,000	\$ 95,000 \$ 27,000
* A licensee will be allowed a one-time variance for each license class without having to upgrade or pay the penalties set forth in WAC 230-04-260: Provided, That a licensee utilizing the variance shall be required to upgrade to the higher license class upon renewal.			
<b>3. CARD GAMES</b>			
	Class A	General (Fee to play charged)	\$ 589
	Class B	Limited card games - hearts, rummy, pitch, pinochle, and cribbage (Fee to play charged)	\$ 171
	Class C	Tournament only - no more than ten consecutive days per tournament	\$ 54

Class D	General (No fee to play charged)	\$ 54
<b>4. FUND-RAISING EVENT</b>		
Class A	One event - not more than 24 consecutive hours	\$ 350
	First time applicant	
	*Previously licensed applicant	\$ 206
Class B	One event - not more than 72 consecutive hours	\$ 589
	First time applicant	
	*Previously licensed applicant	\$ 361
Class C	Additional participant in joint event (not lead organization)	\$ 171
Class D	Limited fund-raising event (one event - not more than six consecutive hours)	
	First time applicant	\$ 154
	**Previously licensed applicant	\$ 103
Class E	Fund-Raising Event Equipment Distributor - rents or leases, equipment for fund-raising event or recreational gaming activity for no more than ten times per year***	\$ 233
Class F	Fund-Raising Event Equipment Distributor - rents or leases equipment for fund-raising event or recreational gaming activity more than ten times per year.	\$ 589

\* Provides for a reduced fee when charitable and nonprofit organizations apply for an additional Class A or Class B fund-raising event.

\*\* Provides for a fee reduction when charitable and nonprofit organizations apply for an additional Class D limited fund-raising event.

\*\*\* Charitable and nonprofit organizations licensed to conduct fund-raising events may rent their equipment up to four occasions during the term of the license without getting licensed as a distributor.

<b>5. PUNCH BOARDS/PULL-TABS</b>				
	(Fee based on annual gross gambling receipts)		<b>VARIANCE*</b>	
Class A	Up to \$ 50,000	\$ 5,000	\$ 561	
Class B	Up to \$ 100,000	\$ 5,000	\$ 1,002	
Class C	Up to \$ 200,000	\$ 10,000	\$ 1,892	
Class D	Up to \$ 300,000	\$ 10,000	\$ 2,750	
Class E	Up to \$ 400,000	\$ 10,000	\$ 3,552	
Class F	Up to \$ 500,000	\$ 10,000	\$ 4,288	
Class G	Up to \$ 600,000	\$ 10,000	\$ 4,970	
Class H	Up to \$ 700,000	\$ 10,000	\$ 5,594	
Class I	Up to \$ 800,000	\$ 10,000	\$ 6,162	
Class J	Up to \$ 1,000,000	\$ 20,000	\$ 6,986	
Class K	Up to \$ 1,250,000	\$ 25,000	\$ 7,756	
Class L	Up to \$ 1,500,000	\$ 25,000	\$ 8,470	
Class M	Up to \$ 1,750,000	\$ 25,000	\$ 9,058	
Class N	Up to \$ 2,000,000	\$ 25,000	\$ 9,594	
Class O	Up to \$ 2,500,000	\$ 30,000	\$ 10,542	
Class P	Up to \$ 3,000,000	\$ 35,000	\$ 11,200	
Class Q	Up to \$ 4,000,000	\$ 40,000	\$ 13,200	
Class R	Up to \$ 5,000,000	\$ 50,000	\$ 15,000	
Class S	Up to \$ 6,000,000	\$ 60,000	\$ 17,000	
Class T	Up to \$ 7,000,000	\$ 70,000	\$ 19,000	
Class U	Up to \$ 8,000,000	\$ 80,000	\$ 21,000	
Class V	Over \$ 8,000,000	\$ 80,000	\$ 23,000	

\* A licensee will be allowed a one-time variance for each license class without having to upgrade or pay the penalties set forth in WAC 230-04-260: Provided, That a licensee utilizing the variance shall be required to upgrade to the higher license class upon renewal.

<b>6. RAFFLES</b>	(Fee based on annual gross gambling receipts)	
Class A	Up to \$ 5,000	\$ 54
Class B	Up to \$ 10,000	\$ 171
Class C	Up to \$ 25,000	\$ 350
Class D	Up to \$ 50,000	\$ 589
Class E	Up to \$ 75,000	\$ 944
Class F	Over \$ 75,000	\$ 1,414

<b>7. COMBINATION LICENSE</b>		
CLASS A	Allows gross gambling receipts of up to \$ 25,000 from bingo, \$ 7,500 from raffles, and \$ 7,500 from amusement games, not to exceed \$ 30,000 combined gross gambling receipts from all such activities. Allows general card games where no fee to play is charged.	\$ 106
CLASS B	Allows gross gambling receipts of up to \$ 60,000 from bingo, \$ 15,000 from raffles, and \$ 15,000 from amusement games, not to exceed \$ 75,000 combined gross gambling receipts from all such activities. Allows general card games where no fee to play is charged.	\$ 276
CLASS C	Allows gross gambling receipts of up to \$ 125,000 from bingo, \$ 30,000 from raffles, and \$ 30,000 from amusement games, not to exceed \$ 150,000 combined gross gambling receipts from all such activities. Allows general card games where no fee to play is charged.	\$ 639

<b>8. SEPARATE PREMISES</b>		
<b>BINGO</b>	Per occasion (see WAC 230-04-300)	\$ 26

<b>9. PERMITS</b>		
AGRICULTURAL FAIR-BINGO	(See WAC 230-04-191)	\$ 26
RECREATIONAL GAMING ACTIVITY (RGA)	(See WAC 230-25-330 and 230-02-505)	\$ 54

<b>10. CHANGES</b>		
NAME	(See WAC 230-04-310)	\$ 26
LOCATION	(See WAC 230-04-320) (Date or time)	\$ 26
FRE	(See WAC 230-04-325)	\$ 26
LICENSE CLASS	(See WAC 230-04-260)	\$ 26
DUPLICATE LICENSE	(See WAC 230-04-290)	\$ 26

<b>11. SPECIAL FEES</b>		
INVESTIGATION	(See WAC 230-04-240)	As required
REPLACEMENT IDENTIFICATION STAMPS	(See WAC 230-08-017)	\$ 26
EXCEEDING LICENSE CLASS REVIEW,	(See WAC 230-04-260)	As required
INSPECTION AND/OR EVALUATION OF EQUIPMENT, PARAPHERNALIA, SERVICES, OR SCHEMES	(See WAC 230-12-315)	As required

<b>12. SIX-MONTH PAYMENT PLAN</b>		
	(See WAC 230-04-190)	\$ 26

[Statutory Authority: RCW 9.46.070, 03-01-031 (Order 417), § 230-04-202, filed 12/6/02, effective 6/30/03; 01-23-056, § 230-04-202, filed 11/20/01, effective 1/1/02; 01-05-019 (Order 399), § 230-04-202, filed 2/9/01, effective 1/1/02.]

tive 3/12/01; 99-24-099 (Order 377), § 230-04-202, filed 11/30/99, effective 12/31/99; 98-21-010 (Order 366), § 230-04-202, filed 10/9/98, effective 11/9/98. Statutory Authority: RCW 9.46.070(5). 97-23-053, § 230-04-202, filed 11/17/97, effective 6/30/98. Statutory Authority: RCW 9.46.070 (5), (6), (11), (14). 97-14-012, § 230-04-202, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070 and 9.46.116. 96-24-007 (Order 304), § 230-04-202, filed 11/21/96, effective 1/1/97. Statutory Authority: RCW 9.46.070. 95-02-003 and 94-23-093 (Order 260), § 230-04-202, filed 12/22/94 and 11/17/94, effective 1/22/95 and 1/1/95.]

**WAC 230-04-203 Fees—Commercial stimulant and other business organizations.** All persons seeking to operate gambling activities shall submit the following fees to the commission when applying for gambling licenses, permits, miscellaneous changes, inspection services, or when assessed the cost of special investigation procedures by the commission:

<u>LICENSE TYPE</u>	<u>DEFINITION</u>	<u>FEE</u>
1. <b>CARD GAMES</b>		
Class B	Up to five tables of limited card games - hearts, rummy, pitch, pinochle, and/or cribbage (Fee to play charged)	\$ 175
Class C	Tournament only, no more than ten consecutive days per tournament.	
C-5	Up to five tables	\$ 175
C-10	Up to ten tables	\$ 318
C-15	Up to fifteen tables	\$ 529
Class D	General - Up to five tables (No fee to play charged)	\$ 55
Class E	*General (Fee to play charged)	
E-1	One table only	\$ 422
E-2	Up to two tables	\$ 727
E-3	Up to three tables	\$ 1,210
E-4	Up to four tables	\$ 2,426
E-5	Up to five tables	\$ 3,650
Additional tables up to a maximum of fifteen may be authorized for an additional per table fee of \$ 1,060.		
*In addition to the above initial license fee, the commission will assess all applicants/licensees the actual costs that exceed the license fee for conducting the initial investigation and inspection, any follow-up reviews or investigations involved in the approval of activities and schemes.		
Class F	Enhanced card room activities endorsement - Includes alternative fee collections (per hand; pot rake) and use of player-supported jackpot schemes.	
	Annual license fee	\$ 1,590
2. <b>CARD GAMES - HOUSE-BANKED</b>		
	All tables within a card room operating any house-banked card game shall be licensed under this license class.	
	*Annual license fee	\$ 6,368
	Per table fee (up to fifteen tables)	\$ 1,590
*In addition to the above initial license fee, the commission will assess all applicants the actual costs that exceed the license fee for conducting the initial license investigation and premises inspection. Any post licensing follow-up reviews, inspections, internal control evaluations or subsequent phases of operation shall also be charged actual costs. Licensees will be evaluated and charged for these additional authorizations/phases on an individual case by case basis.		
3. <b>COMMERCIAL AMUSEMENT GAMES</b>	(Fee based on annual gross gambling receipts)	
* Class A	Premises only	** \$ 301/\$ 137
Class B	Up to \$ 50,000	\$ 422
Class C	Up to \$ 100,000	\$ 1,086
Class D	Up to \$ 250,000	\$ 2,426
Class E	Up to \$ 500,000	\$ 4,256
Class F	Up to \$ 1,000,000	\$ 7,306
Class G	Over \$ 1,000,000	\$ 9,140

<u>LICENSE TYPE</u>	<u>DEFINITION</u>	<u>FEE</u>
* Allows a business that is qualified under WAC 230-04-138 (1)(f), (g), (h), (i), or (j) to enter into a contract with a class "B" or above commercial amusement game licensee to locate and operate amusement games upon their premises.		
** Provides for a fee reduction of \$ 164 when: Renewing an annual license; applying for an additional license(s) at the same premises; and/or applying for multiple licenses at the same premises.		
4. <b>PUNCH BOARDS/ PULL-TABS</b>	(Fee based on annual gross gambling receipts)	
		<b>VARIANCE*</b>
Class A	Up to \$ 50,000	\$ 577
Class B	Up to \$ 100,000	\$ 1,030
Class C	Up to \$ 200,000	\$ 1,942
Class D	Up to \$ 300,000	\$ 2,826
Class E	Up to \$ 400,000	\$ 3,650
Class F	Up to \$ 500,000	\$ 4,408
Class G	Up to \$ 600,000	\$ 5,108
Class H	Up to \$ 700,000	\$ 5,748
Class I	Up to \$ 800,000	\$ 6,332
Class J	Up to \$ 1,000,000	\$ 7,180
Class K	Up to \$ 1,250,000	\$ 7,970
Class L	Up to \$ 1,500,000	\$ 8,704
Class M	Up to \$ 1,750,000	\$ 9,310
Class N	Up to \$ 2,000,000	\$ 9,862
Class O	Up to \$ 2,500,000	\$ 10,836
Class P	Up to \$ 3,000,000	\$ 11,200
Class Q	Up to \$ 4,000,000	\$ 13,200
Class R	Up to \$ 5,000,000	\$ 15,000
Class S	Up to \$ 6,000,000	\$ 17,000
Class T	Up to \$ 7,000,000	\$ 19,000
Class U	Up to \$ 8,000,000	\$ 21,000
Class V	Over \$ 8,000,000	\$ 23,000
* A licensee will be allowed a one-time variance for each license class without having to upgrade or pay the penalties set forth in WAC 230-04-260: Provided, That a licensee utilizing the variance shall be required to upgrade to the higher license class upon renewal.		
5. <b>PUNCH BOARD AND PULL-TAB SERVICE BUSINESS</b>		
	(See WAC 230-04-133)	\$ 217
	*Initial application fee	
	Additional associate	\$ 136
	Renewal	\$ 53
	*Includes up to two associates.	
6. <b>DISTRIBUTOR</b>	(Fee based on annual gross sales of gambling related supplies and equipment)	
(a) Class A	Nonpunch board/pull-tab only	\$ 605
Class B	Up to \$ 250,000	\$ 1,210
Class C	Up to \$ 500,000	\$ 1,818
Class D	Up to \$ 1,000,000	\$ 2,426
Class E	Up to \$ 2,500,000	\$ 3,160
Class F	Over \$ 2,500,000	\$ 3,890
In addition to the annual fee, the commission will assess all applicants the actual costs incurred in conducting the investigation and inspection necessary for initial certification.		
(b) <b>FUND-RAISING EVENT EQUIPMENT DISTRIBUTOR</b>		
Class A	Rents or leases equipment for fund-raising event or recreational gaming activity up to 10 times per year.	\$ 239
Class B	Rents or leases equipment for fund-raising event or recreational gaming activity more than 10 times per year.	\$ 605
7. <b>GAMBLING SERVICE SUPPLIER</b>	(See WAC 230-04-119)	\$ 630
In addition to the annual fee, the commission will assess all applicants the actual costs incurred in conducting the investigation and inspection necessary for initial certification.		
A fee of \$ 136 shall be charged for each new contract initiated by the gambling service supplier.		
8. <b>LINKED BINGO PRIZE PROVIDER</b>	(See WAC 230-04-126)	\$ 4,048

<u>LICENSE TYPE</u>	<u>DEFINITION</u>	<u>FEE</u>
9. MANUFACTURER	(Fee based on annual gross sales of gambling related supplies and equipment)	
Class A	Pull-tab dispensing devices only	\$ 605
Class B	Up to \$ 250,000	\$ 1,210
Class C	Up to \$ 500,000	\$ 1,818
Class D	Up to \$ 1,000,000	\$ 2,426
Class E	Up to \$ 2,500,000	\$ 3,160
Class F	Over \$ 2,500,000	\$ 3,890
In addition to the annual fee, the commission will assess all applicants the actual costs incurred in conducting the investigation and inspection necessary for initial certification, quality control inspection for additional activities or product lines, compliance suitability evaluations, and renewal of licenses when travel cost is incurred to complete the investigation.		
10. PERMITS		
AGRICULTURAL FAIR/ SPECIAL PROPERTY BINGO		
Class A	One location and event only (See WAC 230-04-191)	\$ 26
Class B	Annual permit for specified different events and locations (See WAC 230-04-193)	\$ 175
RECREATIONAL GAMING ACTIVITY (RGA)	(See WAC 230-02-505 and 230-25-330)	\$ 55
MANUFACTURER'S SPECIAL SALES PERMIT	(See WAC 230-04-115)	*\$ 211
*The two hundred eleven dollar fee is nonrefundable, whether the sales permit is approved or not. In addition, an applicant may be assessed additional fees incurred to process and determine suitability.		
11. CHANGES		
NAME	(See WAC 230-04-310)	\$ 26
LOCATION	(See WAC 230-04-320)	\$ 26
BUSINESS	(Same owners)	\$ 55
CLASSIFICATION	(See WAC 230-04-340)	
LICENSE CLASS	(See WAC 230-04-260) New class fee, less previous fee paid, plus	\$ 26
DUPLICATE LICENSE	(See WAC 230-04-290)	\$ 26
CORPORATE STOCK/LIMITED LIABILITY COMPANY SHARES/UNITS	(See WAC 230-04-360)	\$ 55
LICENSE TRANSFERS	(See WAC 230-04-125 and 230-04-340)	\$ 55
12. SPECIAL FEES		
INVESTIGATION IDENTIFICATION AND INSPECTION	(See WAC 230-04-240)	As required
SERVICES STAMPS QUALITY CONTROL	(See WAC 230-08-017)	As required
INSPECTION FEES	(See WAC 230-30-030)	As required
REPLACEMENT OF IDENTIFICATION STAMPS	(See WAC 230-30-017)	\$ 26
EXCEEDING LICENSE CLASS	(See WAC 230-04-260)	As required
REVIEW, INSPECTION AND/OR EVALUATION OF EQUIPMENT, PARAPHERNALIA, SERVICES, OR SCHEMES	(See WAC 230-12-315)	As required
SPECIAL SALES PERMITS	(See WAC 230-04-115)	As required
ELECTRONIC CARD FACSIMILE TABLE IDENTIFICATION STAMP	(See WAC 230-08-017)	*\$ 361.51
*Annually, for each separate table		
13. SIX-MONTH PAYMENT PLAN	(See WAC 230-04-190)	\$ 26

[Statutory Authority: RCW 9.46.070. 03-01-031 (Order 417), § 230-04-203, filed 12/6/02, effective 6/30/03; 01-23-056, § 230-04-203, filed 11/20/01, effective 1/1/02; 01-05-019 (Order 399), § 230-04-203, filed 2/9/01, effective 3/12/01; 00-15-039 (Order 385), § 230-04-203, filed 7/14/00, effective 1/1/01; 99-24-099 (Order 377), § 230-04-203, filed 11/30/99, effective 12/31/99; 98-21-010 (Order 366), § 230-04-203, filed 10/9/98, effective 11/9/98. Statutory Authority: RCW 9.46.070(5). 97-23-053, § 230-04-203, filed 11/17/97, effective 6/30/98. Statutory Authority: RCW 9.46.070 (5), (6), (11), (14). 97-14-012, § 230-04-203, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070 and 9.46.116. 96-24-007 (Order 304), § 230-04-203, filed 11/21/96, effective 1/1/97. Statutory Authority: RCW 9.46.070. 95-12-052, § 230-04-203, filed 6/2/95, effective 7/3/95; 95-02-003 and 94-23-007, § 230-04-203, filed 12/22/94 and 11/3/94, effective 1/22/95 and 1/1/95.]

**WAC 230-04-204 Fees—Individuals.** Individuals shall submit the following fees to the commission when applying for gambling licenses, permits, miscellaneous changes, or when assessed the cost of special investigation procedures by the commission:

<u>LICENSE TYPE</u>	<u>DEFINITION</u>	<u>FEE</u>
1. CHARITABLE OR NON-PROFIT GAMBLING MANAGER	Original	\$ 171
	Renewal	\$ 82
	Change of Employer	\$ 82
2. LINKED BINGO PRIZE PROVIDER REPRESENTATIVE	Original	\$ 239
	Renewal	\$ 146
3. COMMERCIAL GAMBLING MANAGER	Original	\$ 175
	Renewal	\$ 84
	Change of Employer	\$ 84
4. DISTRIBUTOR'S OR GAMBLING SERVICES SUPPLIER REPRESENTATIVE	Original	\$ 239
	Renewal	\$ 146
5. MANUFACTURER'S REPRESENTATIVE	Original	\$ 239
	Renewal	\$ 146
6. PUBLIC CARD ROOM EMPLOYEE		
CLASS A - Performs duties as defined in WAC 230-02-415 in a class E card room.		
	Original	\$ 175
	Renewal	\$ 84
CLASS B - Performs duties as defined in WAC 230-02-415 in enhanced and house-banked card rooms.		
	Original, in-state	\$ 237
	Original, out-of-state	\$ 295
	Renewal	\$ 146
	Transfer/Additional Employee/Conversion/Emergency Waiver Request	\$ 57
7. OTHER FEES		
CHANGE OF NAME	(See WAC 230-04-310)	\$ 26
DUPLICATE LICENSE	(See WAC 230-04-290)	\$ 26
OUT-OF-STATE RECORDS INQUIRY	(See WAC 230-04-240)	As required
8. If a license expires while an individual is on active military service, the individual may apply to have their license reissued at the renewal fee. The application must be received within six months after completing their active military service. The applicant shall provide evidence of the completion date of active military service.		

[Statutory Authority: RCW 9.46.070. 06-13-067 (Order 456), § 230-04-204, filed 6/19/06, effective 7/20/06; 03-01-031 (Order 417), § 230-04-204, filed 12/6/02, effective 6/30/03; 01-23-056, § 230-04-204, filed 11/20/01, effective 1/1/02; 01-05-019 (Order 399), § 230-04-204, filed 2/9/01, effective 3/12/01; 99-24-099 (Order 377), § 230-04-204, filed 11/30/99, effective 12/31/99; 98-21-010 (Order 366), § 230-04-204, filed 10/9/98, effective 11/9/98. Statutory Authority: RCW 9.46.070(5). 97-23-053, § 230-04-204, filed 11/17/97, effective 6/30/98. Statutory Authority: RCW 9.46.070 and



9.46.116. 96-24-007 (Order 304), § 230-04-204, filed 11/21/96, effective 1/1/97. Statutory Authority: RCW 9.46.070. 96-09-070, § 230-04-204, filed 4/16/96, effective 7/1/96; 94-23-007, § 230-04-204, filed 11/3/94, effective 1/1/95.]

**WAC 230-04-207 House-banked card games—Additional requirements.** Prior to an application for a house-banked card room license being presented to the commission for approval, the applicant shall demonstrate their ability to comply with commission requirements for such games. In order to demonstrate this capability, an applicant shall provide such information as the commission staff may require and complete a preoperational review and evaluation (PORE) per WAC 230-40-801. At least the following shall be submitted as a part of their application:

**Internal accounting and administrative controls.**

(1) A detailed description of its planned system of internal accounting and administrative controls in the standard format prescribed by commission staff. Such information shall meet all requirements set forth in WAC 230-40-815 and be presented in both a narrative and diagrammatic form;

**Physical layout.**

(2) A detailed diagram of the planned physical layout of the card room and all supporting installations. Such diagram shall include at least the following:

- (a) The location of all gaming tables;
- (b) The location of all surveillance cameras;
- (c) The count room;
- (d) The surveillance room; and
- (e) The cashier's cage;
- (3) A detailed description of:
  - (a) Card games to be played, including rules of play; and
  - (b) Type of gaming tables, including table layouts.

[Statutory Authority: RCW 9.46.070. 01-23-055, § 230-04-207, filed 11/20/01, effective 1/1/02; 00-09-052 (Order 383), § 230-04-207, filed 4/14/00, effective 5/15/00.]

**WAC 230-04-210 Withdrawal of application.** An application for any license may be withdrawn by the applicant by submitting to the commission a written notice of withdrawal of the application. To be effective, such written notices must be actually received in the office of the commission in Olympia by 5:00 p.m. the day prior to issuance or denial of the license by the commission or its delegate.

The fact that an application for a license has previously been withdrawn shall not prejudice any future application for a license from the commission.

[Order 5, § 230-04-210, filed 12/19/73.]

**WAC 230-04-220 Prorating and refunding of fees.**

(1) Unless otherwise provided by law, there will be no prorating or refunding of any license fee subsequent to issuance of a license or permit for the following actions:

- (a) Discontinuation of business;
- (b) Voluntary surrender of a license or permit; and
- (c) When a license or permit has been suspended, revoked, or otherwise canceled.
- (2) Upon denial, voluntary withdrawal or administrative closure of an application for license, adoption or change of

(2007 Ed.)

trade name, or change of location, the commission shall retain that portion of the fee tendered therewith as is necessary to offset its costs of processing and investigating the application: Provided, That the commission shall retain the entire fee when an individual license applicant performs any or all portions of the duties for which a permanent license is sought.

[Statutory Authority: RCW 9.46.070 and 34.05.230. 01-01-016 (Order 396), § 230-04-220, filed 12/6/00, effective 1/6/01. Statutory Authority: RCW 9.46.070 and 9.46.116. 96-24-007 (Order 304), § 230-04-220, filed 11/21/96, effective 1/1/97. Statutory Authority: RCW 9.46.070. 92-22-058, § 230-04-220, filed 10/29/92, effective 11/29/92; Order 51, § 230-04-220, filed 4/30/76; Order 46, § 230-04-220, filed 2/13/76; Order 5, § 230-04-220, filed 12/19/73.]

**WAC 230-04-230 Intentionally understating anticipated revenue—Prohibited.** It shall constitute grounds for revocation or suspension of a license if any applicant intentionally understates the anticipated gross or net receipts from a licensed activity for any purpose.

[Statutory Authority: RCW 9.46.020 (20)(d), 9.46.050(3) and 9.46.070 (1), (2), (5), (8), (9), (11) and (12). 85-03-026 (Order 144), § 230-04-230, filed 1/9/85. Statutory Authority: RCW 9.46.070 (5), (6), (8), (10), and (11). 84-01-026 (Order 139), § 230-04-230, filed 12/12/83; Order 42, § 230-04-230, filed 9/18/75; Order 5, § 230-04-230, filed 12/19/73.]

**WAC 230-04-240 Special investigation fee.** In addition to the basic license or permit fees, the commission may require payment of such additional license fees as are necessary to defray the costs of background investigations of applicants for whom adequate background information sources are not readily available, including, but not limited to, applicants who have not resided in the state of Washington for at least one year. The commission may require payment of the estimated additional license fee in advance as a condition precedent to beginning the investigation.

The commission shall notify the applicant as soon as possible after it makes the determination that such additional fee is necessary and shall further notify the applicant of the commission's best estimate of what such additional license fee will be: Provided, That such estimate shall not be binding upon the commission. Any applicant may then withdraw his application if he so chooses, as provided under WAC 230-04-210 and 230-04-220.

[Order 5, § 230-04-240, filed 12/19/73.]

**WAC 230-04-255 Director may issue temporary licenses—Procedures—Restrictions.** The director may issue a temporary license upon the administrative approval of the application. The following procedures apply to temporary licenses:

(1) Temporary licenses shall allow an applicant to conduct such activity for a period not to exceed sixty days.

(2) If the application is not approved by the commission during the sixty day period, the temporary license shall become void: Provided, That if the commission does not conduct a meeting within the sixty-day period, the director may approve an additional temporary license to expire no later than the day following the next scheduled public meeting;

(3) Once approved by the commission, a temporary license will be replaced with the issuance of a license to expire one year from the initial date of the temporary license.

[Statutory Authority: RCW 9.46.070. 05-11-086 (Order 444), § 230-04-255, filed 5/17/05, effective 7/1/05; 00-09-052 (Order 383), § 230-04-255, filed 4/14/00, effective 5/15/00; Order 12, § 230-04-255, filed 2/14/74.]

**WAC 230-04-260 Effect of exceeding license class income limit—Procedures—Penalties.** During any annual license period, a licensee shall not exceed the gross gambling receipts limits set forth on the license, except as authorized by this section. The following procedures, limitations, and penalties apply to licensees that exceed limits for any license.

**Anticipating gambling receipts limit will be exceeded.**

(1) Each licensee shall monitor the level of gross gambling receipts received from each gambling activity. When a projection of year-to-date receipts, as applied to the remaining period of the license, indicates that it is reasonably likely that a license will be exceeded, the licensee shall immediately comply with the following:

(a) Apply for a license that authorizes the anticipated level of gross gambling receipts; and

(b) Submit the basic fee required for the new license, less the amount originally submitted for the previous license, plus a change of classification fee required by WAC 230-04-202 or 230-04-203.

(2) Any license upgrade issued by the commission shall be valid only for the remainder of the original term of the license.

**Penalty for failing to apply for license upgrade.**

(3) Any licensee that fails to comply with the requirements set forth in subsection (1) of this section and exceeds the license class limit within a present or previous license year, may be assessed an exceeding class fee not to exceed fifty percent of the difference between the fees for the present license class and the new license class or one thousand dollars, whichever is less. Upon written notice by the commission assessing an exceeding class fee, a licensee shall remit the proper fee plus all upgrade fees within twenty days. Failure to remit such fees may result in a summary suspension of all licenses held by the licensee pending a hearing for the suspension or revocation of such licenses.

**Partial refund of license fees when gambling receipts limit is not achieved.**

(4) A licensee shall be allowed to apply for a partial refund of its license fee when its annual gross gambling receipts are less than the minimum for the class of license issued. The amount of refund shall be the difference between fees actually paid to operate during the period and those fees that would normally apply to the level of gross gambling receipts actually received during the period. Such request shall be made after the end of any annual license period and prior to the end of the next annual license period.

[Statutory Authority: RCW 9.46.070. 01-05-020 (Order 397), § 230-04-260, filed 2/9/01, effective 4/1/01. Statutory Authority: RCW 9.46.070 (1), (2), 97-14-013, § 230-04-260, filed 6/20/97, effective 7/21/97. Statutory Authority: Chapter 9.46 RCW. 94-24-056 (Order 262), § 230-04-260, filed 12/5/94, effective 1/5/95. Statutory Authority: RCW 9.46.070(14). 88-15-

019 (Order 181), § 230-04-260, filed 7/11/88. Statutory Authority: RCW 9.46.070 (5), (6), (8), (10), and (11). 84-01-026 (Order 139), § 230-04-260, filed 12/12/83. Statutory Authority: RCW 9.46.070 (5) and (9). 80-03-060 (Order 99), § 230-04-260, filed 2/25/80; Order 42, § 230-04-260, filed 9/18/75; Order 5, § 230-04-260, filed 12/19/73.]

**WAC 230-04-270 Bad checks submitted as payment of fees.** The payment of a license fee by a check, which for any reason is not promptly paid by the drawee bank, shall be grounds for immediate administrative closure of a new application, voiding of a temporary license, or revocation of a continuing license. If an application or license is administratively closed, voided or revoked under this section, a new application must be submitted with fees payable only by certified check, money order, or cash. Upon notification that a check is not negotiable or when a check must be resubmitted for payment for any reason, the commission shall:

(1) Add a processing charge of thirty dollars to the required license fee; and

(2) Notify the applicant by phone or in writing that payment in full, by certified check, money order, or cash, must be remitted within five days of the notification date. If the proper fee is not received within five days, the commission will proceed with appropriate administrative action.

[Statutory Authority: RCW 9.46.070. 05-11-085 (Order 445), § 230-04-270, filed 5/17/05, effective 7/1/05. Statutory Authority: Chapter 34.05 RCW. 90-03-064 (Order 203), § 230-04-270, filed 1/18/90, effective 2/18/90; Order 5, § 230-04-270, filed 12/19/73.]

**WAC 230-04-280 Notification to law enforcement.** Each licensee for the operation of an authorized gambling activity, within ten days after issuance of the license and before initially conducting any activity under the license, shall notify, in writing, the law enforcement agencies set forth below of the name and address of the licensee, the address where the activity will be conducted, the type of activity licensed, the date the activity shall first be conducted, and if the activity is planned to be conducted on a regular basis, the proposed schedule for the operation of the activity.

When the activity is to be conducted within a city or town, the local police agency shall be notified, and when the activity is to be conducted within a county, then the sheriff's office shall be notified.

No activity shall be initially conducted until such notification has been made.

[Order 5, § 230-04-280, filed 12/19/73.]

**WAC 230-04-290 Loss or destruction of licenses or permits.** Upon the loss or destruction of any license or permit granted by the commission to conduct gambling activities in the state of Washington, application for a duplicate copy of the license or permit must be made to the commission upon a form to be supplied by the commission. Such application shall include an affidavit signed by the licensee, chief executive officer of a corporation, or by each of the owners of a profit making business which details the circumstances under which the license was lost or destroyed. The fee for replacement of a license shall be as required by WAC 230-04-202, 230-04-203, and/or 230-04-204.

[Statutory Authority: Chapter 9.46 RCW. 94-24-056 (Order 262), § 230-04-290, filed 12/5/94, effective 1/5/95. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-04-290, filed

6/15/84. Statutory Authority: RCW 9.46.070(13). 78-06-066 (Order 85), § 230-04-290, filed 5/25/78; Order 5, § 230-04-290, filed 12/19/73.]

**WAC 230-04-300 One annual change of premises allowed for bingo.** A bona fide charitable or nonprofit organization, except agricultural fairs, which has obtained an annual license from the commission to conduct bingo games upon a specified premise may, not more often than once during each annual period for which it is licensed, make written application to the commission for permission to conduct bingo, not to exceed three consecutive days, and not to exceed sixteen consecutive hours each day, at a location other than is authorized under its license.

Such application may be by letter, signed by the chief executive officer of the organization. The letter shall set out the name and address of the location upon which the bingo occasion would be conducted, the desired inclusive dates, the names and addresses of all persons who have an interest of any kind in those premises, the amount of rent, if any, that would be paid for the use of the premises, the basis upon which that rent was computed, and a detailed explanation of why the change of location is being requested.

The application shall be made not less than fifteen calendar days prior to the date of the bingo occasion, and shall be accompanied by the required fee.

If the commission approves, the applicant will be notified by mail and provided with a permit for the event by the commission. The permit shall be prominently displayed upon the premises during the event.

[Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-04-300, filed 6/15/84; Order 29, § 230-04-300, filed 1/23/75; Order 5, § 230-04-300, filed 12/19/73.]

**WAC 230-04-310 Change of name.** No licensee shall adopt or make a change in his or her given name or a trade or corporate name without notifying the commission at least thirty days prior to the effective date of such change. Each such change shall be made subject to the approval of the commission. The fee for such adoption or change of name shall be as required by WAC 230-04-202, 230-04-203, and/or 230-04-204.

[Statutory Authority: Chapter 9.46 RCW. 94-24-056 (Order 262), § 230-04-310, filed 12/5/94, effective 1/5/95. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-04-310, filed 6/15/84. Statutory Authority: RCW 9.46.070(13). 78-06-066 (Order 85), § 230-04-310, filed 5/25/78; Order 5, § 230-04-310, filed 12/19/73.]

**WAC 230-04-320 Change of location.** No change of location of licensed premises shall be made without the written consent of the commission. The fee for such change will be as required by WAC 230-04-202 or 230-04-203: Provided, That persons operating amusement games under a commercial amusement game license issued pursuant to WAC 230-04-135 (2)(c) shall pay no fee for adding to or deleting from the list of locations for which that license was issued.

[Statutory Authority: Chapter 9.46 RCW. 94-24-056 (Order 262), § 230-04-320, filed 12/5/94, effective 1/5/95; 91-21-053 (Order 228), § 230-04-320, filed 10/15/91, effective 11/15/91. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-04-320, filed 6/15/84; Order 60, § 230-04-320, filed 9/10/76; Order 21, § 230-04-320, filed 8/20/74; Order 5, § 230-04-320, filed 12/19/73.]

(2007 Ed.)

**WAC 230-04-325 Cancellation, change of time, date, or location of fund raising event.** A cancellation or a change in time, date, and/or location of a fund raising event as defined in RCW 9.46.020 requires:

(1) For cancellation, the licensee shall notify the commission and the appropriate law enforcement agency in advance of the date upon which the event is scheduled.

(2) For change of time, date, or location, the licensee shall:

(a) Give at least ten days written notice to the commission in advance of the new time, date, or location change, together with a signed statement from the chief executive officer that the appropriate law enforcement agency has been notified of the change;

(b) Pay a fee as required by WAC 230-04-202 to the commission for each such time, date, or location change.

(3) For a cancellation or change in time, date, and/or location, the license authorizing the event for the specific time, date, or location shall be returned to the commission.

[Statutory Authority: Chapter 9.46 RCW. 94-24-056 (Order 262), § 230-04-325, filed 12/5/94, effective 1/5/95. Statutory Authority: RCW 9.46.020 (20)(d), 9.46.050(3) and 9.46.070 (1), (2), (5), (8), (9), (11) and (12). 85-03-026 (Order 144), § 230-04-325, filed 1/9/85. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-04-325, filed 6/15/84. Statutory Authority: RCW 9.46.070 (5), (14) and 9.46.020(23). 81-19-073 (Order 112), § 230-04-325, filed 9/15/81.]

**WAC 230-04-330 Change of management.** Changes made to an organization's management, directors, officers, or any other person holding a position that makes any management decision directly affecting the operation of any licensed gambling activity shall be reported to commission staff in writing.

#### Notification.

(1) **Commercial business licensees.** Within thirty days, after making the following management changes:

(a) Board of directors, if any;

(b) Officers; and

(c) All persons, whether licensed or not, designated as the overall manager of one or more of the following licensed gambling activities:

(i) Amusement games;

(ii) Punch boards/pull-tabs; or

(iii) Public card room.

(d) Persons that have applied for or hold a current card room employee license are not required to notify commission staff if they change positions, unless they perform one or more of the managerial duties listed in (c) of this subsection.

(2) **Charitable or nonprofit organization licensees.** When renewing their annual license, after making the following management changes:

(a) Highest ranking officer or official; and

(b) Treasurer or equivalent.

(3) Each notice shall be submitted on forms provided by the commission. The forms and all attachments must be completed fully and submitted in accordance with the time periods listed above.

[Statutory Authority: RCW 9.46.070. 00-23-129 (Order 392), § 230-04-330, filed 11/22/00, effective 1/1/01; Order 67, § 230-04-330, filed 3/11/77; Order 40, § 230-04-330, filed 6/26/75; Order 5, § 230-04-330, filed 12/19/73.]

**WAC 230-04-340 Transfer of licenses—Conditions.**

Transfers of licenses issued by the commission shall be permitted only under the following circumstances and conditions and those set out in WAC 230-04-350, upon approval by the director or the commission. Otherwise, no transfer of any license issued by the commission shall be permitted.

(1) If the licensee is a corporation, except as provided in subsection (2) below, a change in ownership of stock shall not be deemed a transfer of a license: Provided, That any change in the ownership of any stock in such corporation which results in any person or organization becoming the owner of a substantial interest therein who was not the owner of a substantial interest immediately preceding the transaction, or which involves ten percent or more of any class of stock, shall be reported to the commission, in writing, within ten days of the close of such transaction, together with such information concerning the person or persons receiving such stock as the director may require.

(2) Where a change in the ownership of the stock of any corporate licensee results in any person, together with any members of his or her immediate family, or results in any organization, becoming the owner of a majority of the voting shares of that corporation who or which had not held a substantial interest in the corporation immediately prior to the change in ownership, gambling licenses held by that corporation shall immediately terminate and be void. In such cases a new license must be obtained from the commission prior to the operation of any gambling activity requiring a license.

(3) Licenses issued to other than bona fide charitable or bona fide nonprofit organizations may be transferred to a business entity wholly owned by the same person or persons who owned the business entity to which the license was originally issued, or by their spouses or children under the age of eighteen and residing at the family home or by others possessing less than a substantial interest in the business to which the license transfer is sought, but only when the licensed activity will be conducted on the same premises as that for which the license was issued.

(4) Transfers will not be permitted when any person owning or holding a substantial interest in any of the entities to which transfer is sought is not qualified to hold a gambling license.

(5) The license or licenses of any corporation in which a person holds or acquires a substantial interest will be revoked when such person is not qualified to hold a gambling license.

(6) The fee for transfer of the license under this rule shall be as required by WAC 230-04-202.

[Statutory Authority: Chapter 9.46 RCW. 94-24-056 (Order 262), § 230-04-340, filed 12/5/94, effective 1/5/95. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-04-340, filed 6/15/84. Statutory Authority: RCW 9.46.030 (2) and (3) and 9.46.070 (11) and (14). 83-19-024 (Order 136), § 230-04-340, filed 9/13/83; Order 68, § 230-04-340, filed 4/25/77; Order 40, § 230-04-340, filed 6/26/75; Order 5, § 230-04-340, filed 12/19/73.]

**WAC 230-04-350 Death or incapacity of licensee.**

In the event of the proven incapacity, death, receivership, bankruptcy or assignment for benefit of creditors of any licensee, upon approval of the director or commission the license may be transferred to a court appointed or court confirmed guardian, executor or administrator, receiver, trustee, or assignee for the benefit of creditors, who may continue to operate the

activity under the license, subject to the provisions of chapter 9.46 RCW and the commission's rules.

The person to whom a license is transferred hereunder must be otherwise qualified to hold a gambling license.

The license following transfer shall be subject to regular renewal based upon its original expiration date and shall be void upon that person ceasing to hold such a court appointed, or court confirmed, position.

The fee for transfer of the license under this rule shall be as required by WAC 230-04-202 or 230-04-203.

[Statutory Authority: Chapter 9.46 RCW. 94-24-056 (Order 262), § 230-04-350, filed 12/5/94, effective 1/5/95. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-04-350, filed 6/15/84; Order 68, § 230-04-350, filed 4/25/77; Order 5, § 230-04-350, filed 12/19/73.]

**WAC 230-04-400 Denial, suspension or revocation of licenses.**

The commission may deny a license or permit to any applicant, or may suspend or revoke any and all licenses or permits of any holder, when the applicant or holder, or any other person with any interest in the applicant or holder:

(1) Commits any act that constitutes grounds under RCW 9.46.075 for denying, suspending, or revoking licenses or permits;

(2) Has been convicted of, or forfeited bond upon a charge of, or pleaded guilty to, any form of criminal assault, any crime involving a threat of physical harm against another person, or any crime involving an intention to inflict physical harm on another person, whether any of these crimes is a misdemeanor or felony;

(3) Has demonstrated willful disregard for complying with ordinances, statutes, administrative rules, or court orders, whether at the local, state, or federal level. This includes, but is not limited to, failure to make required gambling tax payments to local taxing authorities, as supported by a petition submitted by the local taxing authority;

(4) Is serving a period of probation or community supervision imposed as a sentence for any criminal offense, whether juvenile, misdemeanor, or felony, and whether or not the offense is covered under RCW 9.46.075(4): Provided, That each case will be individually analyzed to determine the extent to which the probationary or supervisory status affects the person's qualifications to hold a license or permit;

(5) Is the subject of an outstanding gross misdemeanor or felony arrest warrant;

(6) Poses a threat to the effective regulation of gaming or creates or increases the likelihood of unfair or illegal practices, methods, and activities in the conduct of gaming activities, as demonstrated through the person's prior activities, criminal record, reputation, habits, or associations;

(7) When other than a charitable or nonprofit organization operates punch boards or pull-tabs, or operates or allows card games at any time other than as a commercial stimulant;

(8) Fails to provide at the office of the commission any information required under the commission's rules within the time required therefor by applicable rule, or if no maximum time has been established respecting the particular kind of information by other rule then within thirty days after receiving a written request therefor from the commission or its staff;

(9) Allows any person to participate in the management or operation of any activity regulated by the commission without prior written approval of the commission or its director when that person:

(a) Has been convicted of, pleaded guilty to, or forfeited bond upon any of the offenses set out in RCW 9.46.075(4);

(b) Has violated any other provisions of chapter 9.46 RCW or Title 230 WAC; or

(c) Would otherwise be subject to denial or revocation under the provisions of this section.

(10) If a supplier, manufacturer, financier, or management company knowingly provides or provided goods or services to an entity that is illegally operating gambling activities or was illegally operating gambling activities at the time such goods or services were provided; and

(11) Commits any other act that the commission determines constitutes a sufficient reason in the public interest for denying, suspending, or revoking licenses or permits.

[Statutory Authority: RCW 9.46.070. 95-17-065, § 230-04-400, filed 8/15/95, effective 9/15/95. Statutory Authority: RCW 9.46.075. 93-12-082, § 230-04-400, filed 5/28/93, effective 7/1/93; Order 51, § 230-04-400, filed 4/30/76; Order 45, § 230-04-400, filed 12/30/75; Order 42, § 230-04-400, filed 9/18/75; Order 33, § 230-04-400, filed 2/21/75; Order 23, § 230-04-400, filed 9/23/74; Order 14, § 230-04-400, filed 3/27/74; Order 12, § 230-04-400, filed 2/14/74; Order 5, § 230-04-400, filed 12/19/73.]

**WAC 230-04-405 Commission will seek reimbursement for costs incurred in pursuing license revocation for failure to pay gambling taxes.** Pursuant to WAC 230-04-400(3), upon referral from a local taxing authority, the commission may initiate license revocation actions for failure to pay gambling taxes. The commission will seek reimbursement for costs incurred in pursuing these gambling tax actions from the delinquent licensee.

[Statutory Authority: RCW 9.46.070. 95-13-031, § 230-04-405, filed 6/13/95, effective 7/14/95.]

**WAC 230-04-410 Return of license suspended or revoked.** Upon suspension or revocation of any license issued by the commission, the licensee shall immediately surrender and return the license to the commission. If such license is not received by the commission by the effective date of such suspension or revocation, the authorized representatives of the commission may enter the premises of the licensee and may enter the premises for which the license is issued for the purpose of retrieving said license: Provided, That the commission has notified the licensee in writing of the suspension or revocation of the license not less than five days prior to any such attempt to enter such premises to recover the license.

[Order 33, § 230-04-410, filed 2/21/75; Order 5, § 230-04-410, filed 12/19/73.]

**WAC 230-04-450 Display of licenses.** All licenses or permits granted by the commission shall be prominently displayed in the licensee's gaming area and available for inspection by commission staff, law enforcement agents and the public at all times: Provided, That individual licenses, as set forth in WAC 230-04-204, shall not be required to be on display but must be available to the public upon request.

[Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-04-450, filed 4/14/00, effective 5/15/00. Statutory Authority: RCW 9.46.070(7). 79-

(2007 Ed.)

09-029 (Order 91), § 230-04-450, filed 8/14/79. Statutory Authority: RCW 9.46.070(13). 78-06-066 (Order 85), § 230-04-450, filed 5/25/78; Order 5, § 230-04-450, filed 12/19/73.]

**WAC 230-04-455 Employees to wear identification tags.** Each employee required to obtain a license from the commission shall wear an identification tag at all times while working or playing in the gambling activity on the employer's premises. The identification tag shall be a minimum of 3" X 2" and shall display the employee's name and the name of the gambling operator or establishment. All information on the identification tag shall be clear and easily visible to the players in the gambling activity. The identification tag shall be worn on the employee's chest. It shall be furnished to the employee by the operator, who shall be equally responsible with the employee to insure the identification tag is displayed as required by this rule.

While playing cards off-duty on the employer's premises the licensed employee must wear the identification tag unless a sign is clearly posted in the card room as follows: "Employees of this card room may participate in the card games while off-duty as players. Upon your request, the card room floor person will identify any employee playing cards."

[Statutory Authority: RCW 9.46.070 (11) and (14). 88-17-050 (Order 182), § 230-04-455, filed 8/16/88. Statutory Authority: RCW 9.46.070 (10) and (13). 78-08-055 (Order 86), § 230-04-455, filed 7/20/78.]

**WAC 230-04-500 Local gambling prohibitions.** The commission shall issue no license to engage in any gambling activity in a county or city after the commission has been adequately notified in writing by the governing body of such county or city that the activity has been prohibited.

[Order 23, § 230-04-500, filed 9/23/74; Order 5, § 230-04-500, filed 12/19/73.]

## Chapter 230-05 WAC FEES

### WAC

230-05-001	Prorating or refunding of fees.
230-05-005	Fees for review of gambling equipment, supplies, services, or games.
230-05-010	Returned checks.
230-05-015	Two-part payment plan for license fees.
230-05-020	Charitable or nonprofit organization fees.
230-05-025	Commercial stimulant fees.
230-05-030	Fees for other businesses.
230-05-035	Individuals license fees.

**WAC 230-05-001 Prorating or refunding of fees. (1)** We may prorate license fees when we adjust expiration dates to schedule our workload.

(2) We may adjust expiration dates to end on the same day for organizations licensed for more than one activity. Whenever we adjust license expiration dates under this provision, we may prorate the required fees.

(3) We will not prorate or refund fees when:

(a) You discontinue your gambling activities; or

(b) You voluntarily surrender your license or permit; or

(c) We suspend or revoke your license.

(4) We keep a portion of your application fees whether we deny or administratively close your application or you withdraw it.

(5) If you are a licensee, you may apply for a partial refund of your license fee if your annual gross gambling receipts are less than the minimum for your license class. We will refund the difference between the fees you paid and the fees for the license class level you actually met. You must request the refund within twelve months.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-05-001, filed 3/22/06, effective 1/1/08.]

**WAC 230-05-005 Fees for review of gambling equipment, supplies, services, or games.** You must apply to us if you want to submit gambling equipment, supplies, services, or games for our review. You must pay the application deposit before we perform the review. You must also reimburse us for any additional costs of the review.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-05-005, filed 3/22/06, effective 1/1/08.]

**WAC 230-05-010 Returned checks.** (1) If your bank returns your check for license fees to us for any reason, you must:

(a) Pay us in full, by certified check, money order, or cash, within five days of notification; and

(b) Pay an additional processing charge of thirty dollars.

(2) If you fail to pay within five days of notification:

(a) We will administratively close your application; or

(b) Your license expires and all gambling activity must stop.

(3) If we administratively close your application or your license expires, you must give us a new application with fees paid by certified check, money order, or cash in order to be considered for a license.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-05-010, filed 3/22/06, effective 1/1/08.]

**WAC 230-05-015 Two-part payment plan for license fees.** (1) If you are renewing an annual license or applying for an additional license, you may pay the license fee in two payments if:

(a) You elect to participate; and

(b) The license fee is at least eight hundred dollars; and

(c) You pay an administrative processing fee as set out in WAC 230-05-020 or 230-05-030, plus one-half of the annual license fee at the time of application or renewal.

(2) We issue licenses under the two-part payment plan with an expiration date of not more than one year and a second-half payment due date.

(a) If we receive your second-half payment on or before the due date, the license will remain in effect until the expiration date.

(b) If you fail to submit the second-half payment on or before the due date, the license expires and gambling activities must stop.

(3) Your gross gambling receipts during the first-half payment period must not exceed fifty percent of the authorized class limitation for annual gross gambling receipts. Licensees whose gross gambling receipts exceed fifty percent of the authorized level must apply for a license at the appropriate license class and pay the full upgrade fee, plus an

administrative processing fee, as set out in WAC 230-05-020 and 230-05-030.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-05-015, filed 3/22/06, effective 1/1/08.]

**WAC 230-05-020 Charitable or nonprofit organization fees.** Bona fide charitable and nonprofit organizations must pay the following fees to us when applying for gambling licenses, permits, miscellaneous changes, or inspection services:

#### 1. Amusement games

License	Annual Gross Gambling Receipts	Fee
Class A	Premises only	\$54
Class B	Up to \$10,000	\$54
Class C	Up to \$25,000	\$294
Class D	Up to \$50,000	\$472
Class E	Over \$50,000	\$822

#### 2. Bingo

License	Annual Gross Gambling Receipts	Fee	One Time Variance*
Class A	Up to \$25,000	\$54	\$1,000
Class B	Up to \$75,000	\$171	\$1,000
Class C	Up to \$150,000	\$350	\$2,000
Class D	Up to \$350,000	\$944	\$4,000
Class E	Up to \$650,000	\$1,590	\$8,000
Class F	Up to \$1,500,000	\$3,196	\$15,000
Class G	Up to \$2,000,000	\$4,612	\$23,000
Class H	Up to \$3,000,000	\$6,162	\$30,000
Class I	Up to \$4,000,000	\$7,700	\$38,000
Class J	Up to \$5,000,000	\$9,238	\$45,000
Class K	Up to \$6,000,000	\$10,364	\$53,000
Class L	Up to \$7,000,000	\$11,846	\$60,000
Class M	Up to \$8,000,000	\$13,330	\$65,000
Class N	Up to \$9,000,000	\$14,500	\$70,000
Class O	Up to \$10,000,000	\$16,000	\$75,000
Class P	Up to \$11,000,000	\$17,500	\$80,000
Class Q	Up to \$12,000,000	\$21,000	\$85,000
Class R	Up to \$13,000,000	\$24,000	\$90,000
Class S	Up to \$14,000,000	\$27,000	\$95,000

\* See chapter 230-06 WAC, Exceeding license class.

#### 3. Card games

License	Description	Fee
Class A	Nonhouse-banked - fee to play	\$589
Class B	Limited card games - hearts, rummy, pitch, pinochle, and cribbage - fee to play	\$171
Class C	Tournament only - no more than thirty consecutive days per tournament	\$54
Class D	Nonhouse-banked - no fee to play	\$54

#### 4. Fund-raising event

License	Description	Fee
Class A	One event - not more than 24 consecutive hours	
	First time applicant	\$350
	Previously licensed applicant	\$206

License	Description	Fee
Class B	One event - not more than 72 consecutive hours	
	First time applicant	\$589
	Previously licensed applicant	\$361
Class C	Additional participant in joint event - not lead organization	\$171
Class D	Limited fund-raising event - one event - not more than six consecutive hours	
	First time applicant	\$154
	Previously licensed applicant	\$103
Class E	Fund-raising event equipment distributor - rents or leases equipment no more than ten times per year	\$233
Class F	Fund-raising event equipment distributor - rents or leases equipment more than ten times per year	\$589

### 5. Punch boards/pull-tabs

License	Annual Gross Gambling Receipts	Fee	One Time Variance*
Class A	Up to \$50,000	\$561	\$5,000
Class B	Up to \$100,000	\$1,002	\$5,000
Class C	Up to \$200,000	\$1,892	\$10,000
Class D	Up to \$300,000	\$2,750	\$10,000
Class E	Up to \$400,000	\$3,552	\$10,000
Class F	Up to \$500,000	\$4,288	\$10,000
Class G	Up to \$600,000	\$4,970	\$10,000
Class H	Up to \$700,000	\$5,594	\$10,000
Class I	Up to \$800,000	\$6,162	\$10,000
Class J	Up to \$1,000,000	\$6,986	\$20,000
Class K	Up to \$1,250,000	\$7,756	\$25,000
Class L	Up to \$1,500,000	\$8,470	\$25,000
Class M	Up to \$1,750,000	\$9,038	\$25,000
Class N	Up to \$2,000,000	\$9,594	\$25,000
Class O	Up to \$2,500,000	\$10,542	\$30,000
Class P	Up to \$3,000,000	\$11,200	\$35,000
Class Q	Up to \$4,000,000	\$13,200	\$40,000
Class R	Up to \$5,000,000	\$15,000	\$50,000
Class S	Up to \$6,000,000	\$17,000	\$60,000
Class T	Up to \$7,000,000	\$19,000	\$70,000
Class U	Up to \$8,000,000	\$21,000	\$80,000
Class V	Over \$8,000,000	\$23,000	\$80,000

\* See chapter 230-06 WAC, Exceeding license class.

### 6. Raffles

License	Annual Gross Gambling Receipts	Fee
Class A	Up to \$5,000	\$54
Class B	Up to \$10,000	\$171
Class C	Up to \$25,000	\$350
Class D	Up to \$50,000	\$589
Class E	Up to \$75,000	\$944
Class F	Over \$75,000	\$1,414

### 7. Combination license

License	Description	Fee
Class A	Allows gross gambling receipts of up to \$25,000 from bingo, \$7,500 from raffles, and \$7,500 from amusement games, not to exceed \$30,000 combined gross gambling receipts from all such activities. Allows Class D card games.	\$106
Class B	Allows gross gambling receipts of up to \$60,000 from bingo, \$15,000 from raffles, and \$15,000 from amusement games, not to exceed \$75,000 combined gross gambling receipts from all such activities. Allows Class D card games.	\$276
Class C	Allows gross gambling receipts of up to \$125,000 from bingo, \$30,000 from raffles, and \$30,000 from amusement games, not to exceed \$150,000 combined gross gambling receipts from all such activities. Allows Class D card games.	\$639

### 8. Special property bingo

Once annually	\$26
---------------	------

### 9. Permits

Recreational gaming activity	\$54
------------------------------	------

### 10. Changes

Type	Fee
Name	\$26
Location	\$26
Fund-raising event date or time	\$26
License class	\$26
Duplicate license	\$26

### 11. Other fees

Type	Fee
Replacement identification stamps	\$26
Failing to apply for license class upgrade	Up to fifty percent of the difference between our fees for the licensee's present license class and the new license class or one thousand dollars, whichever is less, plus \$26
Review, inspection and/or evaluation of equipment, paraphernalia, services, or schemes	Deposit and fees as required

### 12. Two part payment plan participation

Annual participation	\$26
----------------------	------

[Statutory Authority: RCW 9.46.070, 06-07-157 (Order 457), § 230-05-020, filed 3/22/06, effective 1/1/08.]

**WAC 230-05-025 Commercial stimulant fees.** All commercial stimulant license applicants must pay the following fees to us when applying for gambling licenses:

### 1. Card games - Nonhouse-banked

License	Description	Fee
<b>Class B</b>	Up to five tables of limited card games - hearts, rummy, pitch, pinochle, and/or cribbage - fee to play	\$175
<b>Class C</b>	Tournament only, no more than thirty consecutive days per tournament	
C-5	Up to five tables	\$175
C-10	Up to ten tables	\$318
C-15	Up to fifteen tables	\$529
<b>Class D</b>	Up to five tables - no fee to play	\$55
<b>Class E</b>	Fee to play	
E-1	One table only	\$422
E-2	Up to two tables	\$727
E-3	Up to three tables	\$1,210
E-4	Up to four tables	\$2,426
E-5	Up to five tables	\$3,650
Additional tables	Per table - up to a maximum of fifteen	\$1,060
<b>Class F</b>	Endorsement/upgrade of Class E includes permission to use alternative fee collections and use of player-supported jackpots	\$1,590

### 2. Card games - House-banked

All tables within a card room operating any house-banked card game must be licensed under this license class.

License	Fee
Annual	\$6,368
Additional fee per table - up to fifteen tables	\$1,590

### 3. Punch boards and pull-tabs

License	Annual Gross Gambling Receipts	Fee	One Time Variance*
Class A	Up to \$50,000	\$577	\$5,000
Class B	Up to \$100,000	\$1,030	\$5,000
Class C	Up to \$200,000	\$1,942	\$10,000
Class D	Up to \$300,000	\$2,826	\$10,000
Class E	Up to \$400,000	\$3,650	\$10,000
Class F	Up to \$500,000	\$4,408	\$10,000
Class G	Up to \$600,000	\$5,108	\$10,000
Class H	Up to \$700,000	\$5,748	\$10,000
Class I	Up to \$800,000	\$6,332	\$10,000
Class J	Up to \$1,000,000	\$7,180	\$20,000
Class K	Up to \$1,250,000	\$7,970	\$25,000
Class L	Up to \$1,500,000	\$8,704	\$25,000
Class M	Up to \$1,750,000	\$9,310	\$25,000
Class N	Up to \$2,000,000	\$9,862	\$25,000
Class O	Up to \$2,500,000	\$10,836	\$30,000
Class P	Up to \$3,000,000	\$11,200	\$35,000
Class Q	Up to \$4,000,000	\$13,200	\$40,000
Class R	Up to \$5,000,000	\$15,000	\$50,000
Class S	Up to \$6,000,000	\$17,000	\$60,000

License	Annual Gross Gambling Receipts	Fee	One Time Variance*
Class T	Up to \$7,000,000	\$19,000	\$70,000
Class U	Up to \$8,000,000	\$21,000	\$80,000
Class V	Over \$8,000,000	\$23,000	\$80,000

\* See chapter 230-06 WAC, Exceeding license class.

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-05-025, filed 3/22/06, effective 1/1/08.]

**WAC 230-05-030 Fees for other businesses.** All other business license applicants must pay the following fees to us when applying for gambling licenses, miscellaneous changes, or inspection services:

### 1. Commercial amusement games

License	Annual Gross Gambling Receipts	Fee
Class A	Premises only	*\$301/ \$137
Class B	Up to \$50,000	\$422
Class C	Up to \$100,000	\$1,086
Class D	Up to \$250,000	\$2,426
Class E	Up to \$500,000	\$4,256
Class F	Up to \$1,000,000	\$7,306
Class G	Over \$1,000,000	\$9,140

\* We reduce the license fee by \$164 when you apply for additional licenses at the same business premises, apply for multiple licenses at the same business premises, or a licensee is renewing an annual license.

### 2. Distributor

License	Annual Gross Sales	Fee
Class A	Nonpunch board/pull-tab only	\$605
Class B	Up to \$250,000	\$1,210
Class C	Up to \$500,000	\$1,818
Class D	Up to \$1,000,000	\$2,426
Class E	Up to \$2,500,000	\$3,160
Class F	Over \$2,500,000	\$3,890

### 3. Fund-raising event equipment distributor

License	Description	Fee
Class A	Rents or leases equipment for fund-raising event or recreational gaming activity up to 10 times per year.	\$239
Class B	Rents or leases equipment for fund-raising event or recreational gaming activity more than 10 times per year.	\$603

### 4. Gambling service supplier

License	Fee
Annual	\$630
Financing, consulting, and management contract review	\$136

### 5. Linked bingo prize provider

License	Fee
Annual	\$4,048



## 6. Manufacturer

License	Annual Gross Sales	Fee
Class A	Pull-tab dispensing devices only	\$605
Class B	Up to \$250,000	\$1,210
Class C	Up to \$500,000	\$1,818
Class D	Up to \$1,000,000	\$2,426
Class E	Up to \$2,500,000	\$3,160
Class F	Over \$2,500,000	\$3,890

## 7. Permits

Type	Description	Fee
Agricultural fair	One location and event only	\$26
Agricultural fair annual permit	Annual permit for specified different events and locations	\$175
Recreational gaming activity		\$55
Manufacturer's special sales permit		\$211
Punch board and pull-tab service business permit	Initial application fee	\$217
Punch board and pull-tab service business permit	Renewal	\$53

## 8. Changes

Application	Description	Fee
Name		\$26
Location		\$26
Business classification	Same owners	\$55
Exceeding license class	New class fee, less previous fee paid, plus	\$26
Duplicate license		\$26
Corporate stock/limited liability company shares/units		\$55
License transfers		\$55

## 9. Other fees

Type	Fee
Defective punch board/pull-tab cost recovery fees	Up to \$100
Failing to apply for license class upgrade	Up to fifty percent of the difference between our fees for the licensee's present license class and the new license class or one thousand dollars, whichever is less, plus \$26
Review of gambling equipment, supplies, services, or games	Cost reimbursement

## 10. Identification stamps

Type		Fee
(a) <b>Punch boards and pull-tabs</b>		
(i) Standard	Wagers fifty cents and below	\$ .27
	Wagers over fifty cents	\$1.05
(ii) Progressive jackpot pull-tab series	Per series	\$10.60
(iii) Pull-tab series with carry-over jackpots	Per series	\$1.05
(b) <b>Pull-tab dispensing devices</b>		
(i) Mechanical and electro-mechanical		\$ .27
(ii) Electronic	Dispensing devices that require initial and ongoing evaluation of electronic components or functions, such as reading encoded data on pull-tabs, accounting for income or prizes	\$106.17 annually
Replacement of identification stamps		\$26
(c) <b>Disposable bingo cards</b>		
(i) Single game sets of individual cards or sheets of cards		\$ .27
(ii) Multigame card packets		\$1.16
(iii) Cards used to play for linked bingo prizes	Fee per 250 cards	\$ .42
(iv) Cards used to play for linked bingo prizes	Fee per 5,000 cards	\$8.49
(d) <b>Coin or token-activated amusement games</b>		
Annually - operated at any Class A amusement game license location		\$26.53
(e) <b>Electronic bingo card daubers</b>		
Annual		\$10.60
(f) <b>Electronic card facsimile table</b>		
Annual		\$361.51

## 11. Two-part payment plan participation

Annual participation	\$26
----------------------	------

[Statutory Authority: RCW 9.46.070. 06-07-157 (Order 457), § 230-05-030, filed 3/22/06, effective 1/1/08.]

**WAC 230-05-035 Individuals license fees.** Individuals must pay the following fees to us when they apply for gambling licenses, permits, miscellaneous changes:

**1. Charitable or nonprofit gambling manager**

License	Fee
Original	\$171
Renewal	\$82
Change of employer	\$82

**2. Linked bingo prize provider representative**

License	Fee
Original	\$239
Renewal	\$146

**3. Commercial gambling manager**

License	Fee
Original	\$175
Renewal	\$84
Change of employer	\$84

**4. Distributor's or gambling services supplier's representative**

License	Fee
Original	\$239
Renewal	\$146

**5. Manufacturer's representative**

License	Fee
Original	\$239
Renewal	\$146

**6. Public card room employee**

License	Fee
<b>Class A - Performs card room employee duties in a Class E card room</b>	
Original	\$175
Renewal	\$84
<b>Class B - Performs card room employee duties in enhanced and house-banked card rooms</b>	
Original, in-state	\$237
Original, out-of-state	\$295
Renewal	\$146
Transfer/additional employee/conversion/emergency waiver request	\$57

**7. Other fees**

Change of name	\$26
Duplicate license	\$26

**8. Military personnel returning from service**

If a license expires while an individual is on active military service, the individual may apply to have their license reissued at the renewal fee. The application must be received within six months after completing their active military service. The applicant must provide evidence of the completion date of active military service.

[Statutory Authority: RCW 9.46.070, 06-13-069 (Order 600), § 230-05-035, filed 6/19/06, effective 1/1/08; 06-07-157 (Order 457), § 230-05-035, filed 3/22/06, effective 1/1/08.]

[Title 230 WAC—p. 58]

## Chapter 230-06 WAC

### RULES FOR ALL LICENSEES

**WAC****RULES FOR CONDUCTING A GAMBLING ACTIVITY**

230-06-001	Defining "operator."
230-06-005	Accept checks in gambling activities.
230-06-010	Age restrictions for players.
230-06-015	Prevent intoxicated persons from operating or playing gambling activities.
230-06-020	Restrictions on alcohol as prizes.
230-06-025	Restrictions on firearms as prizes.
230-06-030	Restrictions and conditions for gambling promotions.
230-06-035	Offer no credit, loans, or gifts.
230-06-045	Conduct gambling activities on licensed business premises only.
230-06-050	Review of electronic or mechanical gambling equipment.

**NOTIFYING LAW ENFORCEMENT, POSTING PUBLIC NOTICES, AND RECORDKEEPING**

230-06-055	Notify law enforcement of gambling activity.
230-06-060	Maintain copy of commission rules on business premises.
230-06-065	Display copies of all licenses or have them present on business premises.
230-06-070	Keep monthly records.
230-06-075	Removal of equipment or records for inspection.

**REPORTING CHANGES TO APPLICATION INFORMATION**

230-06-080	Report changes to application information and submit updated documents and information.
------------	---

**REPORTING CRIMINAL, ADMINISTRATIVE, AND CIVIL ACTIONS**

230-06-085	Report criminal actions filed.
230-06-090	Report administrative and civil actions filed.

**CHANGING NAMES OR LOCATIONS**

230-06-095	Change given name, trade name, or corporate name.
230-06-100	Changing business locations.

**CHANGING MANAGEMENT OR OWNERSHIP**

230-06-105	Report change of management.
------------	------------------------------

**SALES AND TRANSFERS OF EQUIPMENT, PRODUCTS, AND SERVICES**

230-06-110	Buy, sell, or transfer gambling equipment.
230-06-115	Using checks or credit cards to purchase gambling equipment, products, or services.
230-06-120	Sell or transfer gambling equipment to manufacturers or distributors.

**LICENSE RENEWALS**

230-06-125	Renew your license in a timely manner.
230-06-130	Exceeding license class.
230-06-135	Failing to apply for license class upgrade.
230-06-140	Partial refund of license fees if gambling receipts limit not met.
230-06-145	Surrendering suspended or revoked licenses.

### RULES FOR CONDUCTING A GAMBLING ACTIVITY

**WAC 230-06-001 Defining "operator."** "Operator" means any person who buys or otherwise receives gambling equipment for use in authorized gambling activities from a manufacturer or distributor and operates or displays that equipment.

[Statutory Authority: RCW 9.46.070, 06-17-132 (Order 601), § 230-06-001, filed 8/22/06, effective 1/1/08.]

**WAC 230-06-005 Accept checks in gambling activities.** (1) Licensees may accept a check in the place of cash

(2007 Ed.)

from a player for authorized gambling activities if the check is fully negotiable when it is accepted and is:

(a) From the player's personal account and is dated the same day; or

(b) Issued by a government agency or by a business, such as a payroll check.

(2) Licensees must not accept:

(a) Third-party checks drawn on a personal account or counter checks; or

(b) Checks from a player who owes the licensee money from a previous returned personal check. If licensees use check guarantee and collection services, this subsection does not apply.

(3) If licensees accept a check in violation of the provisions of this section, they are violating the rules against extending credit.

[Statutory Authority: RCW 9.46.070. 06-17-132 (Order 601), § 230-06-005, filed 8/22/06, effective 1/1/08.]

**WAC 230-06-010 Age restrictions for players.** Licensee must not allow anyone under the age of eighteen to participate in gambling activities except:

(1) To play in licensed bingo games when accompanied by an adult member of his/her immediate family or a guardian, who is at least eighteen years old. "Immediate family" means only the spouse, parents, or grandparents of an individual. "Guardian" means only a court-appointed, legal guardian of an individual; or

(2) To play bingo at agricultural fairs or school carnivals; or

(3) To play amusement games; or

(4) To sell raffle tickets.

[Statutory Authority: RCW 9.46.070. 06-17-132 (Order 601), § 230-06-010, filed 8/22/06, effective 1/1/08.]

**WAC 230-06-015 Prevent intoxicated persons from operating or playing gambling activities.** Licensees must not allow any person who appears to be intoxicated or under the influence of any narcotic or other substance to operate or play any gambling activity.

[Statutory Authority: RCW 9.46.070. 06-17-132 (Order 601), § 230-06-015, filed 8/22/06, effective 1/1/08.]

**WAC 230-06-020 Restrictions on alcohol as prizes.** Licensees must not offer or award beverages that contain alcohol as a prize or in place of a prize for any gambling activity except:

(1) Dice or coin contests for music, food, or beverage payment as authorized by RCW 9.46.0305; and

(2) Unlicensed members-only raffles authorized by RCW 9.46.0315, but only if the liquor control board granted the appropriate permit; and

(3) Other gambling activities where the liquor control board has authorized alcohol as a prize.

[Statutory Authority: RCW 9.46.070. 06-17-132 (Order 601), § 230-06-020, filed 8/22/06, effective 1/1/08.]

**WAC 230-06-025 Restrictions on firearms as prizes.** Only charitable or nonprofit organizations operating a raffle may award firearms, air guns, or other mechanical devices

(2007 Ed.)

which are capable of discharging dangerous projectiles, including but not limited to, BB or CO<sub>2</sub> guns, rifles, shotguns, pistols or revolvers, or crossbows as a prize. If the prize awarded is restricted from transfer by state or federal law, the licensee must award the winner a certificate, redeemable by a licensed firearms dealer, for the prize offered.

[Statutory Authority: RCW 9.46.070. 06-17-132 (Order 601), § 230-06-025, filed 8/22/06, effective 1/1/08.]

**WAC 230-06-030 Restrictions and conditions for gambling promotions.** Licensees may conduct gambling promotions to encourage players to participate in a gambling activity, but you must follow these restrictions and conditions:

(1) Promotional items must not exceed five hundred dollars each; and

(2) You must give all players an equal opportunity to participate; and

(3) You must establish standards to determine how you will give promotional items to players. You must not give the items based on an element of chance, such as a drawing or spinning wheel, unless you are doing so as part of a bingo game; and

(4) You must not give another chance to participate in a gambling activity as a promotional item; and

(5) You must display all rules or restrictions clearly in the gambling area and include them on promotional materials or advertisements; and

(6) You must not combine gambling activities and related gambling promotions in any way with a promotional contest of chance as defined in RCW 9.46.0356.

[Statutory Authority: RCW 9.46.070. 06-17-132 (Order 601), § 230-06-030, filed 8/22/06, effective 1/1/08.]

**WAC 230-06-035 Offer no credit, loans, or gifts.** (1) Licensees, employees, or members must not extend credit, make loans, or give gifts to any person playing in an authorized gambling activity or which makes it possible for any person to play in an authorized gambling activity.

(2) Gifts are items licensees give to their customers. Licensees must not connect these gifts to gambling activities we regulate unless the gifts are:

(a) Gambling promotions; or

(b) Transportation services to and from gambling activities; or

(c) Free or discounted food, drink, or merchandise which:

(i) Costs less than five hundred dollars per individual item; and

(ii) Must not be traded back to you for cash; and

(iii) Must not give a chance to participate further in an authorized gambling activity.

(3) You must collect the price required to participate in the gambling activity in full before allowing someone to participate. Licensees must collect cash, check, or electronic point-of-sale bank transfer.

(4) If the price paid for the opportunity to play a punch board or pull-tab series is ten dollars or less, licensees may collect the price immediately after the play is completed.

(5) If a charitable or nonprofit organization has a regular billing system for all of the activities of its members, it may use its billing system in connection with the playing of any licensed activities as long as the organization limits play to full and active members of its organization.

(6) Charitable or nonprofit organizations may allow credit cards, issued by a state regulated or federally regulated financial institution, for payment to participate in raffles.

[Statutory Authority: RCW 9.46.070. 06-17-132 (Order 601), § 230-06-035, filed 8/22/06, effective 1/1/08.]

**WAC 230-06-045 Conduct gambling activities on licensed business premises only.** (1) Licensees must conduct all gambling activities, except for raffle ticket sales, on the licensed business premises.

(2) Charitable or nonprofit organizations licensed to conduct bingo and punch board and pull-tab games may sell punch boards and pull-tabs to customers of a licensed card room if the charitable or nonprofit organization:

- (a) Shares a common wall with the card room; and
- (b) Controls all doors, counters, or windows allowing customer access through the common wall between the two premises and the charitable or nonprofit organization can securely close and lock the doors, counters, or windows; and
- (c) Keeps and sells the punch board and pull-tab games and redeems prizes only on their licensed business premises. Punch board and pull-tab players may take already purchased punch boards and pull-tabs into the card room area; and
- (d) Allows only its employees to sell the punch board and pull-tabs; and
- (e) Posts signs at the door, window, or counter common to the two business premises that clearly notify customers of the organization's identity.

[Statutory Authority: RCW 9.46.070. 06-17-132 (Order 601), § 230-06-045, filed 8/22/06, effective 1/1/08.]

**WAC 230-06-050 Review of electronic or mechanical gambling equipment.** (1) Persons who wish to submit gambling equipment, supplies, services, or games for our review to verify compliance with chapter 9.46 RCW and Title 230 WAC must pay the application deposit before we perform the review. They must also reimburse us for any additional costs of the review.

(2) We may require manufacturers to submit electronic or mechanical gambling equipment for review. To allow for continued testing and training, staff may keep any equipment submitted for review for as long as the equipment remains in play in Washington. The manufacturers must reimburse us for any costs of the review. We are not liable for any damage to equipment while in our possession.

(3) Licensees must operate equipment identical to the version staff approved.

[Statutory Authority: RCW 9.46.070. 06-17-132 (Order 601), § 230-06-050, filed 8/22/06, effective 1/1/08.]

#### **NOTIFYING LAW ENFORCEMENT, POSTING PUBLIC NOTICES, AND RECORDKEEPING**

**WAC 230-06-055 Notify law enforcement of gambling activity.** (1) Licensees must notify local law enforce-

[Title 230 WAC—p. 60]

ment agencies, in writing, that they have been licensed before they begin to conduct any activity under the license.

(2) Licensees must tell local law enforcement agencies:

- (a) The address where they will conduct the gambling activity; and
- (b) The type of gambling activity licensed; and
- (c) The first date they will conduct the gambling activity; and
- (d) The proposed schedule for the operation of the gambling activity if they plan to conduct the activity on a regular basis.

(3) Licensees must not conduct the activity until they have made the notification.

[Statutory Authority: RCW 9.46.070. 06-17-132 (Order 601), § 230-06-055, filed 8/22/06, effective 1/1/08.]

**WAC 230-06-060 Maintain copy of commission rules on business premises.** Licensees must maintain a current version of our rules on their business premises. If any person asks to see our rules, the licensee must produce the rules for that person.

[Statutory Authority: RCW 9.46.070. 06-17-132 (Order 601), § 230-06-060, filed 8/22/06, effective 1/1/08.]

**WAC 230-06-065 Display copies of all licenses or have them present on business premises.** (1) Licensees must prominently display all gambling activity licenses or permits we have issued in the gambling area of their business premises.

(2) Licensees must have these licenses and permits ready for inspection by us, other law enforcement, and the public at all times.

(3) Card room employers may choose not to display employee licenses, but must maintain a copy of all card room employees' licenses, proof of licensing, or applications if we have not issued a license, on the licensed premises at all times.

[Statutory Authority: RCW 9.46.070. 06-17-132 (Order 601), § 230-06-065, filed 8/22/06, effective 1/1/08.]

**WAC 230-06-070 Keep monthly records.** Every person or organization licensed to operate any gambling activity must maintain permanent monthly records of all financial transactions directly or indirectly related to gambling activities. The licensee must include all financial transactions in enough detail to prove compliance with recordkeeping requirements for the specific gambling activity.

(1) Every licensee must record for each licensed activity:

- (a) The gross gambling receipts; and
- (b) Full details on all expenses; and
- (c) The total cost of all prizes paid.

(2) Commercial stimulant licensees must also record:

- (a) Gross sales of food and drink for consumption on the business premises; and
- (b) Gross sales of food and drink for consumption off the business premises; and
- (c) Gross sales from all other business activities occurring on the business premises.

(3) Licensees must record each licensed activity separately and include all transactions occurring during the calen-

dar month. Licensees must complete these records and have them available for audit or inspection by our agents or other law enforcement no later than thirty days following the end of each month.

(4) Licensees must include copies of all additional financial data which support tax reports to any governmental agency.

(5) Licensees must maintain each of these records for at least three years from the end of the fiscal year.

[Statutory Authority: RCW 9.46.070. 06-17-132 (Order 601), § 230-06-070, filed 8/22/06, effective 1/1/08.]

**WAC 230-06-075 Removal of equipment or records for inspection.** (1) If we believe with a reasonable probability that you, your employees, or your members are violating or have violated the provisions of chapter 9.46 RCW, its amendments, or any of our rules, we may remove, inspect, and investigate any records, equipment, parts, and devices of any nature located on your premises that relate to the licensed activity or any other gambling activity.

(2) We also may remove records from your premises or your control in order to facilitate our review of the records.

(3) If we receive a written request from you, we will provide you with copies of retained records.

(4) After the case is resolved, we will return all records, equipment, parts, and devices to the premises or to your address.

[Statutory Authority: RCW 9.46.070. 06-17-132 (Order 601), § 230-06-075, filed 8/22/06, effective 1/1/08.]

## REPORTING CHANGES TO APPLICATION INFORMATION

**WAC 230-06-080 Report changes to application information and submit updated documents and information.** (1) Licensees must notify us in writing if any information filed with the application changes in any way within thirty days of the change.

(2) Licensees must submit to us any new or updated documents and information, including the following:

(a) Articles of incorporation or bylaws, or any other documents which set out the organizational structure and purposes; and

(b) All oral or written contracts and agreements which relate to gambling activities or alter the organizational structure of the licensee's organization or business activities in Washington; and

(c) All cash or asset contributions, draws from lines of credit, and loans (except those from recognized financial institutions) during any calendar year which by themselves or totaled together are more than ten thousand dollars. Cash or asset contributions do not include donations to licensed charitable or nonprofit organizations; and

(d) Internal Revenue Service tax deductible status of contributions for charitable and nonprofit organizations.

[Statutory Authority: RCW 9.46.070. 06-17-132 (Order 601), § 230-06-080, filed 8/22/06, effective 1/1/08.]

(2007 Ed.)

## REPORTING CRIMINAL, ADMINISTRATIVE, AND CIVIL ACTIONS

**WAC 230-06-085 Report criminal actions filed.** (1) Licensees must report to us in writing within thirty days all criminal actions filed against the licensee, any manager of the licensed gambling activity, the business organization, or any person holding a substantial interest in the business organization.

(2) We must receive a copy of the final written decision or settlement within thirty days after the case is resolved.

[Statutory Authority: RCW 9.46.070. 06-17-132 (Order 601), § 230-06-085, filed 8/22/06, effective 1/1/08.]

**WAC 230-06-090 Report administrative and civil actions filed.** (1) All licensees must report to us in writing within thirty days all administrative actions filed against them by other gambling regulatory agencies, including those from other countries and Indian tribes.

(2) Licensed organizations must report to us in writing within thirty days all civil and administrative actions that are filed by or against any manager of the licensed gambling activity, the business organization, or any person holding a substantial interest in the business organization. Actions include, but are not limited to:

- (a) Divorces; and
- (b) Bankruptcy; and
- (c) Tax liens; and
- (d) Business dissolutions.

(3) The report must consist of a complete copy of the original documents filed. Licensees must notify the commission of the final disposition of the case and include a copy of the final documents filed including, but not limited to, settlement agreements.

(4) For cases involving patent infringement on gambling equipment, licensees must send only the final written decision or settlement.

(5) We must receive a copy of the final written decision or settlement within thirty days after the case is resolved.

[Statutory Authority: RCW 9.46.070. 06-17-132 (Order 601), § 230-06-090, filed 8/22/06, effective 1/1/08.]

## CHANGING NAMES OR LOCATIONS

**WAC 230-06-095 Change given name, trade name, or corporate name.** Licensees must notify us and pay a fee for any change to the given name, trade name, or corporate name on their license at least thirty days before the actual change date.

[Statutory Authority: RCW 9.46.070. 06-17-132 (Order 601), § 230-06-095, filed 8/22/06, effective 1/1/08.]

**WAC 230-06-100 Changing business locations.** (1) Licensees must apply to us and pay a fee to change the location of their licensed business premises. Licensees must receive our approval before changing the business location.

(2) Commercial amusement game licensees may add or delete from the list of locations for which we issued their license without paying a fee.

[Statutory Authority: RCW 9.46.070. 06-17-132 (Order 601), § 230-06-100, filed 8/22/06, effective 1/1/08.]

## CHANGING MANAGEMENT OR OWNERSHIP

### WAC 230-06-105 Report change of management. (1)

Licensees must report in writing changes made to their organization's management, directors, officers, or any other position that makes management decisions directly affecting the operation of their licensed gambling activity. We provide the forms to report these changes.

(2) If you are a commercial business licensee, you must report within thirty days.

(3) If you are a charitable or nonprofit organization licensee, you must report the changes when renewing your annual license.

[Statutory Authority: RCW 9.46.070. 06-17-132 (Order 601), § 230-06-105, filed 8/22/06, effective 1/1/08.]

## SALES AND TRANSFERS OF EQUIPMENT, PRODUCTS, AND SERVICES

**WAC 230-06-110 Buy, sell, or transfer gambling equipment.** (1) Before selling gambling equipment, licensees must ensure that the buyer possesses a valid gambling license.

(2) Before purchasing gambling equipment, licensees must ensure that the seller possesses a valid gambling license.

(3) Applicants for Class F or house-banked card room licenses may purchase and possess gambling equipment during the prelicensing process, but only after receiving written approval from us.

(4) Licensees may transfer gambling equipment as a part of a sale of a business as long as a condition of the sale is that the buyer receives a gambling license before the sale is complete. Licensees must make a complete record of all gambling equipment transferred in this manner, including commission identification and inspection services stamp numbers. Licensees must report these transfers, including a copy of the inventory record, to us.

[Statutory Authority: RCW 9.46.070. 06-17-132 (Order 601), § 230-06-110, filed 8/22/06, effective 1/1/08.]

**WAC 230-06-115 Using checks or credit cards to purchase gambling equipment, products, or services.** (1) Licensees may use checks or credit cards from state or federally regulated financial institutions to purchase gambling equipment, devices, related supplies or paraphernalia, and services.

(a) Checks must be drawn on the licensed buyer's business account or on the personal account of an owner, partner, officer, or a substantial interest holder of a corporate licensee; and

(b) Checks must be negotiable and dated on or before the delivery date of the product or service.

(2) Licensees must deposit checks at their bank:

(a) Within ten calendar days after the date the licensee delivered the product or service; or

(b) If a licensed buyer makes payment by mail, within thirteen days from the date postmarked on the envelope containing the payment.

[Statutory Authority: RCW 9.46.070. 06-17-132 (Order 601), § 230-06-115, filed 8/22/06, effective 1/1/08.]

**WAC 230-06-120 Sell or transfer gambling equipment to manufacturers or distributors.** (1) If we have revoked your operator or distributor license, your license has expired, or you have voluntarily surrendered your license, you may sell or otherwise transfer gambling equipment to a licensed manufacturer or distributor.

(2) Transfers of gambling equipment in this manner are subject to the following requirements:

(a) The transfer must be complete within thirty days of the date the license became invalid; and

(b) Distributors must use the cash or credit against amounts they owe manufacturers; and

(c) Operators or distributors selling the equipment must report to us within ten days of the transaction a complete inventory of all the gambling equipment transferred, including commission identification and inspection services stamp numbers; and

(d) Manufacturers or distributors receiving the equipment must prepare a credit memorandum and retain it with their records.

[Statutory Authority: RCW 9.46.070. 06-17-132 (Order 601), § 230-06-120, filed 8/22/06, effective 1/1/08.]

## LICENSE RENEWALS

**WAC 230-06-125 Renew your license in a timely manner.** (1) Licensees must ensure a properly completed renewal application and all applicable fees are received at our headquarters fifteen days before the expiration date on their license.

(2) If licensees do not submit a properly completed application and all fees, their license expires, and they must immediately stop the gambling activity covered by their license.

(3) If your license expires, you must submit a new application and you must not operate any gambling activity until a new license is issued.

[Statutory Authority: RCW 9.46.070. 06-17-132 (Order 601), § 230-06-125, filed 8/22/06, effective 1/1/08.]

**WAC 230-06-130 Exceeding license class.** (1) Licensees must not exceed the gross gambling receipts limits for their license class during any annual license period.

(2) Licensees must apply a projection of year-to-date receipts to the remaining period of their license and, if it indicates that it is reasonably likely that they may exceed their license, they must immediately:

(a) Apply for a license that authorizes the anticipated level of gross gambling receipts; and

(b) Submit the fee required for the new license, minus the amount originally submitted for the previous license, plus a change of classification fee.

(3) If we issue a license upgrade, it is valid only for the remainder of the original term of the license.

(4) Licensees may exceed license class limits once, by the amount shown in the fees table, without having to upgrade or pay the penalties as long as they upgrade to the higher license class the next time they renew their license.

[Statutory Authority: RCW 9.46.070. 06-17-132 (Order 601), § 230-06-130, filed 8/22/06, effective 1/1/08.]

**WAC 230-06-135 Failing to apply for license class upgrade.** (1) If licensees fail to apply for a license class upgrade and exceed the license class limit within a present or previous license year, we assess an additional fee. We charge an additional fee of up to fifty percent of the difference between the fee for the present license class and the new license class, or one thousand dollars, whichever is less.

(2) Licensees must pay any required license class upgrade fee, plus any additional fee required by subsection (1) of this section, within thirty days of our notification.

(3) Failure to pay the fees may result in an immediate summary suspension of all licenses.

[Statutory Authority: RCW 9.46.070. 06-17-132 (Order 601), § 230-06-135, filed 8/22/06, effective 1/1/08.]

**WAC 230-06-140 Partial refund of license fees if gambling receipts limit not met.** (1) Licensees may apply for a partial refund of their license fee when their annual gross gambling receipts are less than the minimum for the class of license we issued to them.

(2) Licensees may receive a refund for the difference between the fees actually paid and the fees that would normally apply to the level of gross gambling receipts actually received during the period.

(3) Licensees may make their request for refund after the end of any annual license period and before the end of the next annual license period.

[Statutory Authority: RCW 9.46.070. 06-17-132 (Order 601), § 230-06-140, filed 8/22/06, effective 1/1/08.]

**WAC 230-06-145 Surrendering suspended or revoked licenses.** If we suspend or revoke your license, you must, on demand, surrender the license and return it to us.

[Statutory Authority: RCW 9.46.070. 06-17-132 (Order 601), § 230-06-145, filed 8/22/06, effective 1/1/08.]

## Chapter 230-08 WAC RECORDS AND REPORTS

### WAC

230-08-010	Monthly records.
230-08-015	Certain lower volume licensees may meet reduced recordkeeping requirements.
230-08-017	Control of gambling equipment—Use of identification and inspection services stamps.
230-08-025	Accounting records to be maintained by distributors and manufacturers.
230-08-026	Accounting records to be maintained by gambling service suppliers.
230-08-035	Records to be maintained by linked bingo prize providers.
230-08-040	Sales invoices—Minimum information to be recorded for transfer of gambling equipment and merchandise—Retention—Penalties.
230-08-060	Commercial amusement game records.
230-08-070	Raffle records.
230-08-080	Daily records—Bingo.
230-08-095	Minimum standards for monthly and annual accounting records—Charitable or nonprofit organizations.
230-08-105	Disposable bingo cards—Inventory control record.
230-08-110	Prize inventory control procedures—Records required—Charitable or nonprofit organizations.
230-08-120	Quarterly activity report by operators of bingo games (license Class D and above).
230-08-122	Annual progress and financial report—All nonprofit and charitable organizations.
230-08-125	Annual activity reports—Certain activities operated by charitable or nonprofit organizations.

230-08-130	Activity reports by operators of punch boards and pull-tabs.
230-08-140	Activity reports by distributors.
230-08-150	Activity reports by manufacturers.
230-08-160	Activity reports by operators of social and public card rooms.
230-08-165	Activity reports by linked bingo prize providers.
230-08-180	Annual activity reports by commercial amusement game operators.
230-08-200	All records subject to commission audit.
230-08-250	Annual activity reports by agricultural fairs and other bona fide charitable or nonprofit organizations with special location licenses to conduct bingo, raffles, and amusement games.
230-08-255	Bona fide charitable or nonprofit organizations—Qualification review—Significant progress required—Exception.
230-08-260	Fund-raising events—Activity report required.
230-08-270	Transfer of any gambling devices requiring identification and inspection services stamps to be affixed.

### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

230-08-020	Distributor's records. [Statutory Authority: RCW 9.46.070 (7) and (13). 80-03-059 (Order 98), § 230-08-020, filed 2/25/80; Order 21, § 230-08-020, filed 8/20/74; Order 18, § 230-08-020, filed 5/21/74; Order 9, § 230-08-020, filed 12/19/73, 1:26 p.m.; Order 5, § 230-08-020, filed 12/19/73, 1:25 p.m.] Repealed by 83-10-002 (Order 132), filed 4/21/83. Statutory Authority: RCW 9.46.070 (8) and (11).
230-08-027	House-banked card games—General accounting records to be maintained. [Statutory Authority: RCW 9.46.070 and 34.05.230. 01-01-016 (Order 396), § 230-08-027, filed 12/6/00, effective 1/6/01. Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-08-027, filed 4/14/00, effective 5/15/00.] Decodified and amended by 01-13-091 (Order 403), filed 6/19/01, effective 7/20/01. Statutory Authority: RCW 9.46.070. Recodified as WAC 230-40-821.
230-08-030	Manufacturer's records. [Order 14, § 230-08-030, filed 3/27/74; Order 9, § 230-08-030, filed 12/19/73, 1:26 p.m.; Order 5, § 230-08-030, filed 12/19/73, 1:25 p.m.] Repealed by 83-10-002 (Order 132), filed 4/21/83. Statutory Authority: RCW 9.46.070 (8) and (11).
230-08-090	Daily records—Card games. [Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-08-090, filed 4/14/00, effective 5/15/00. Statutory Authority: RCW 9.46.070(8), 9.46.0325 and 9.46.070. 93-10-005 (Order 238), § 230-08-090, filed 4/21/93, effective 7/1/93. Statutory Authority: RCW 9.46.070 (8) and (17). 83-23-055 (Order 138), § 230-08-090, filed 11/15/83. Statutory Authority: RCW 9.46.070(8) and (14). 82-11-028 (Order 120), § 230-08-090, filed 5/11/82; Order 23, § 230-08-090, filed 9/23/74.] Decodified and amended by 01-13-091 (Order 403), filed 6/19/01, effective 7/20/01. Statutory Authority: RCW 9.46.070. Recodified as WAC 230-40-052.
230-08-100	Political contributions of licensees to be reported. [Statutory Authority: RCW 9.46.070 (1), (2), (4), (5), (6), (11), (14) and (17). 86-13-055 (Order 158), § 230-08-100, filed 6/13/86; Order 23, § 230-08-100, filed 9/23/74.] Repealed by 00-07-140 (Order 381), filed 3/22/00, effective 7/1/00. Statutory Authority: RCW 9.46.070.
230-08-170	Punch board and pull-tab retention. [Statutory Authority: RCW 9.46[.070] (8), (14). 87-17-052 (Order 171), § 230-08-170, filed 8/18/87. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-08-170, filed 6/15/84. Statutory Authority: RCW 9.46.070(11). 81-21-033 (Order 114), § 230-08-170, filed 10/15/81; Order 72, § 230-08-170, filed 7/26/77; Order 23, § 230-08-170, filed 9/23/74; Order 14, § 230-08-170, filed 3/27/74; Order 5, § 230-08-170, filed 12/19/73, 1:25 p.m.] Repealed by 88-13-117 (Order 180), filed 6/22/88. Statutory Authority: RCW 9.46.[070] (8), (11) and (14).
230-08-230	Report required of certain sales. [Order 5, § 230-08-230, filed 12/19/73, 1:25 p.m.] Repealed by Order 14, filed 3/27/74.
230-08-240	Annual activity reports by commercial amusement game operators Class A and B. [Statutory Authority: RCW 9.46.070 and 9.46.0331. 91-19-093 (Order 227), §

230-08-240, filed 9/18/91, effective 10/19/91. Statutory Authority: RCW 9.46.070 (8) and (9). 85-06-002 (Order 147), § 230-08-240, filed 2/22/85; Order 74, § 230-08-240, filed 8/17/77.] Repealed by 92-21-021, filed 10/13/92, effective 11/13/92. Statutory Authority: RCW 9.46.070.

**WAC 230-08-010 Monthly records.** Every person or organization licensed to operate any gambling activity shall maintain permanent monthly records of all financial transactions directly or indirectly related to gambling activities. Each record shall include, but not necessarily be limited to, all details of the following:

**Compliance with other rules.**

(1) All financial transactions completed by the licensee must contain enough detail to determine compliance with the requirements of WAC 230-04-024, 230-04-080, 230-08-122, and 230-40-821;

**Activities to be recorded separately and within thirty days - exception.**

(2) Each licensed activity shall be recorded separately and include all transactions occurring during a calendar month. These records shall be complete in every detail and available for audit or inspection by agents of the commission or other law enforcement personnel no later than thirty days following the end of each month: Provided, That businesses licensed to operate punch boards and pull-tabs as commercial stimulants shall complete monthly records no later than fifteen days following the end of each month and such shall be available for audit or inspection the next day;

**Records required for all licensees.**

(3) The gross gambling receipts from the conduct of each of the activities licensed;

(4) Full details on all expenses related to each of the activities licensed;

(5) The total cost of all prizes paid out for each of the activities licensed;

**Charitable and nonprofit records.**

(6) With respect to those organizations licensed as qualified bona fide charitable or nonprofit organizations, except agricultural fairs, records shall clearly show in detail how the proceeds from each licensed activity obtained by the licensee were used or disbursed by that licensee. These records shall provide an audit trail satisfactory to allow verification that the funds were used for the organization's purpose(s). These records will include, but not be limited to, canceled checks for the subject disbursements;

**Commercial stimulant records.**

(7) With respect to commercial stimulant licensees, records shall include at least the following details:

(a) Gross sales of food and drink for consumption on their licensed premises;

(b) Gross sales of food and drink for consumption off the licensed premises; and

(c) Gross sales from all other business activities occurring on the licensed premises.

**Punch board and pull-tab games removed from play.**

(8) In addition to any other requirement set forth in these rules, licensees for the operation of punch boards and pull-tabs shall be required to prepare a detailed monthly record for punch boards and pull-tab series removed from play during that month. This detailed monthly record shall be recorded in a standard format prescribed by the commission: Provided, That punch board and pull-tab monthly records may be stored in computer data bases if:

(a) Computer data base records are not the primary storage medium and all original input control documents supporting data maintained in computer data bases are retained by the licensee;

(b) A "hard copy" report organizing the data maintained in the computer data base is generated for each month. This report must be completed and available for review no later than thirty days following the end of the month;

(c) An up-to-date "hard copy" report is provided within three days upon request of commission agents, law enforcement personnel, or local tax authorities;

(d) Reports generated from the computer data base provide all data required by subsection (9) of this section; and

(e) Reports generated from the computer data base organize the required data in an order that approximates the standard format and does not impede audit.

**Disclosing punch board/pull-tab information.**

(9) Monthly records for punch boards and pull-tabs shall disclose for each punch board and pull-tab series the following information:

(a) The name of the punch board or pull-tab series;

(b) The Washington state identification and inspection services stamp number recorded by attaching a records entry label: Provided, That in lieu of the records entry label, licensees may use a facsimile of the bar coded Washington state identification and inspection services stamp number which is generated by a printer interfaced with a computer data base, if the following standards and procedures are followed:

(i) The Washington state identification and inspection services stamp number must be electronically input into the data base by scanning the stamp with a bar code reader;

(ii) Records must be printed on white paper. Facsimiles of the bar coded Washington state identification and inspection stamp numbers must be at least one-quarter inch in height with a "quiet zone" on at least one-quarter inch of each side of the bar code;

(iii) Bar code facsimiles must be code "interleaved two of five" (USS-12/5) with a readability rate of at least 99.0% with a maximum of three passes with commission bar code reading equipment. Each licensee will be responsible for the accuracy of printouts and ensuring that bar codes are electronically readable. It is recommended that specifications of a printer be reviewed for capability to meet minimum standards prior to purchase or lease and that the printer be equipped with a serviceable ribbon.

(c) The date removed from play;

(d) The total number of tabs in each pull-tab series or the total number of punches in each punch board;

(e) The number of pull-tabs or punches remaining after removal from play;



(f) The number of pull-tabs or punches played from the pull-tab series or punch board;

(g) The cost to the players to purchase one pull-tab or one punch;

(h) The gross gambling receipts as defined in WAC 230-02-110;

(i) The total prizes paid, including both cash and merchandise (calculated by the cost to the licensee) prizes;

(j) The net gambling receipts (gross gambling receipts less total prizes paid);

(k) The cash over or short determined by:

(i) Subtracting actual cash from net gambling receipts for punch boards and pull-tabs which award cash prizes; and

(ii) Subtracting actual cash from gross gambling receipts for punch boards and pull-tabs which award merchandise prizes.

(l) The actual cash received from the operation of each pull-tab series or punch board: Provided, That when more than one series of pull-tabs is sold from a single dispensing device and the dispensing device is equipped with recording devices or meters which provide an accounting of the number of tabs dispensed from each individual series, the actual cash received may be computed by use of the meter readings. If this method is used to account for actual cash, all series in each dispensing device shall be played out at least once each calendar quarter and the combined cash over or short calculated for all series played from each dispensing device during the period by reconciling the total cash removed from the dispensing device to the total tabs sold from that dispensing device. The combined cash over or short shall be recorded as required by (k) of this subsection;

(m) With written commission approval, licensees operating pull-tabs to stimulate food and drink sales may record (k) and (l) of this subsection in total on a daily, weekly, or monthly basis, if their recordkeeping procedures meet commission standards.

### Supporting documents.

(10) Copies of all additional financial data which support tax reports to any and all governmental agencies; and

### Records to be maintained for three years.

(11) Each of these records shall be maintained by the licensee for a period of not less than three years from the end of the fiscal year for which the record is kept unless released by the commission from this requirement as to any particular record or records.

[Statutory Authority: RCW 9.46.070. 03-20-009 (Order 424), § 230-08-010, filed 9/18/03, effective 1/1/04. Statutory Authority: RCW 9.46.070 (8), (9), 95-19-069, § 230-08-010, filed 9/18/95, effective 1/1/96. Statutory Authority: Chapter 9.46 RCW. 94-24-054 (Order 261), § 230-08-010, filed 12/5/94, effective 1/5/95. Statutory Authority: RCW 9.46.070 (7), (8), (9) and (17). 93-13-063 (Order 241), § 230-08-010, filed 6/17/93, effective 7/18/93. Statutory Authority: RCW 9.46.070. 92-19-107 (Order 231), § 230-08-010, filed 9/18/92, effective 10/19/92. Statutory Authority: RCW 9.46.070 (7), (17), (8) and (9). 91-13-070 (Order 223), § 230-08-010, filed 6/17/91, effective 7/18/91. Statutory Authority: RCW 9.46.070 (4), (11) and (14). 89-24-002 (Order 201), § 230-08-010, filed 11/27/89, effective 12/28/89. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-13-060 (Order 179), § 230-08-010, filed 6/14/88. Statutory Authority: RCW 9.46[.070] (8) and (14). 87-17-052 (Order 171), § 230-08-010, filed 8/18/87. Statutory Authority: Chapter 9.46 RCW. 86-19-056 (Order 161), § 230-08-010, filed 9/15/86, effective 1/1/87. Statutory Authority: RCW 9.46.070 (4), (8), (11) and (14). 86-07-037 (Order 155), § 230-08-010, filed 3/14/86. Stat- (2007 Ed.)

utory Authority: RCW 9.46.070 (8), (11), and (14). 83-13-050 (Order 134), § 230-08-010, filed 6/14/83. Statutory Authority: RCW 9.46.070(8). 82-01-065 and 82-03-033 (Order 115 and 116), § 230-08-010, filed 12/18/81 and 1/18/82; Order 74, § 230-08-010, filed 8/17/77; Order 18, § 230-08-010, filed 5/21/74; Order 9, § 230-08-010, filed 12/19/73, 1:26 p.m.; Order 5, § 230-08-010, filed 12/19/73, 1:25 p.m.]

**WAC 230-08-015 Certain lower volume licensees may meet reduced recordkeeping requirements.** Notwithstanding the provisions of WAC 230-08-010, persons holding licenses issued under the classes and circumstances set out in WAC 230-04-065 and persons operating without a license under RCW 9.46.0315 and 9.46.0321 need only keep a set of permanent records of all of the activities of the licensee related to conducting the licensed activity which includes the following, by month:

(1) The gross receipts from the conduct of each licensed activity;

(2) The total amount of cash prizes actually paid out and the total of the cost to the licensee of all merchandise prizes actually paid out for each licensed activity;

(3) A summary of all expenses related to each of the activities licensed; and

(4) The net income received by the licensee from the licensed activity with a designation of the purposes for which the net income was raised and the amount paid each recipient of any part of the net income.

These records shall be maintained by the licensee for a period of not less than three years from the end of the license year for which the record is kept unless released by the commission from this requirement as to any particular record. Persons operating under RCW 9.46.0315 and 9.46.0321 without a license shall maintain the above records for a period of one year.

[Statutory Authority: RCW 9.46.070. 94-07-084 (Order 250), § 230-08-015, filed 3/16/94, effective 4/16/94. Statutory Authority: RCW 9.46.070 (4), (7), (8) and (11). 83-06-077 (Order 127), § 230-08-015, filed 3/2/83; Order 70, § 230-08-015, filed 5/24/77; Order 53, § 230-08-015, filed 5/25/76; Order 29, § 230-08-015, filed 1/23/75; Order 21, § 230-08-015, filed 8/20/74; Order 14, § 230-08-015, filed 3/27/74.]

**WAC 230-08-017 Control of gambling equipment—Use of identification and inspection services stamps.** To ensure gambling equipment is used only as authorized, manufacturers, distributors, linked bingo prize providers, and operators shall maintain close control over all gambling equipment in their possession.

### Documenting equipment transfers.

(1) Each licensee that transfers leases or provides gambling equipment shall document the transaction by completing an invoice or other written record setting forth the information required by WAC 230-08-040.

### ID stamps to be affixed to equipment.

(2) Identification and inspection services stamps obtained from the commission shall be used to identify gambling equipment and shall be permanently and conspicuously affixed to all equipment and devices designated by the commission. Once attached, identification and inspection services stamps shall not be removed, disfigured, or otherwise

tampered with by any person. These stamps shall be attached and controlled in the following manner:

#### Equipment/devices requiring ID stamps.

(3) Identification and inspection services stamps shall be attached to the following gambling equipment and devices:

- (a) Punch boards and pull-tab series;
- (b) Pull-tab dispensing devices;
- (c) Disposable bingo cards;
- (d) Coin or token-activated amusement games operated at any Class A amusement game license location;
- (e) Electronic bingo card daubers;
- (f) Electronic card facsimile table; and
- (g) Other gambling equipment or devices, as determined by the director.

#### Purchasing and affixing ID stamps.

(4) Identification and inspection services stamps shall only be sold to and attached by licensed manufacturers or commission staff: Provided, That a licensed owner of controlled gambling equipment may purchase and attach stamps as outlined in subsections (10) and (11) of this section;

#### Fees for ID stamps.

(5) The fee charged for identification and inspection services stamps shall be set by the commission at a level sufficient to fund regulation and control of gambling equipment. Fees shall be as set out below:

Equipment Type	Definition	Fee
<b>(a) Punch boards and pull-tabs</b>		
(i) Standard	Wagers fifty cents and below	\$ .27
(ii) Standard	Wagers over fifty cents	\$1.05
(iii) Progressive jackpot pull-tab series	Per series	\$10.60
(iv) Pull-tab series with carry-over jackpots	Per series	\$1.05
<b>(b) Pull-tab dispensing devices</b>		
(i) Mechanical and electro-mechanical		\$ .27
(ii) Electronic	Dispensing devices that require initial and ongoing evaluation of electronic components or functions, such as reading encoded data on pull-tabs, accounting for income or prizes, and other functions determined by the director	\$106.17 annually
<b>(c) Disposable bingo cards</b>		
(i) Sets of individual cards or sheets of cards		\$ .27
(ii) Collations of cards		\$1.16
(iii) Cards used to play for linked bingo prizes	Fee is per 250 cards Fee is per 5000 cards	\$ .42 \$8.49
<b>(d) Coin or token-activated amusement games</b>		
Operated at any Class A amusement game license location		\$26.53 annually
<b>(e) Electronic bingo card daubers</b>		\$10.60 annually
<b>(f) Electronic card facsimile table</b>		\$361.51 annually
<b>(g) Other equipment or devices</b>		The actual cost of inspection or approval, as determined by the director

#### ID stamps valid for one year - exception.

(6) Devices that require identification and inspection services stamps to be installed annually shall have such stamps attached prior to placing any device into play and, on or before December 31 of the year preceding operation for each subsequent year.

#### Affixing stamps - shipping and packaging.

(7) Identification stamps shall only be affixed to gambling equipment or devices in such a manner as to assure reasonable inspection without obstruction. If equipment is enclosed or packaged within protective materials, the stamps shall be readily visible for inspection without removal of any portion of the protective packaging: Provided, That when more than one device is packed in a shipping carton, this requirement shall not apply if the identification and inspection services stamp numbers of all devices contained in the carton are printed or otherwise noted on the outside of the carton.

#### Location of ID stamps on equipment/devices.

(8) Stamps and records entry labels shall be affixed in the following manner:

(a) **Punch boards** - on the reverse side in an area that will not obstruct removal of punches: Provided, That if sufficient space is not available on the reverse side, the records entry labels may be wrapped around and/or partially attached to the edge of a punch board in a manner that will not obstruct display of prizes available or other information required by rules of the commission;

(b) **Pull-tabs** - on the face or reverse side of the flare. If placed on the face, then they must be in an area that will not obstruct prizes available or any other information required by rules of the commission;

(c) **Pull-tab dispensing devices** - on the outside of the main body, in an area that is not normally removed and replaced, and in a manner that will not obstruct the view of the pull-tabs available for play. The records entry labels shall not be affixed to dispensing devices and may be discarded;

(d) **Disposable bingo cards** - on the packing label attached to the outside of the shipping carton. Records entry labels shall be attached to the packing slip: Provided, That when a set or collation of cards is packed in more than one shipping carton, the stamp shall be attached to carton number one and the stamp number imprinted on all remaining shipping cartons; and

(e) **Electronic facsimile card table** - on the outside of the main body, in an area that is not normally removed and replaced, and in a manner that will not obstruct the view of the card facsimiles. The records entry labels shall not be affixed to table and may be discarded.

#### ID stamps shall only be affixed to approved devices.

(9) Identification and inspection services stamps shall not be attached to gambling equipment or devices that do not comply with rules of the commission. If a piece of equipment or a device requires specific commission approval, stamps shall not be affixed prior to such approval.

**Licensed owners may purchase ID stamps.**

(10) A licensed owner of gambling devices which require annual identifications and inspection services stamps may purchase such from the commission. The licensee shall submit the appropriate fee, along with a form provided by the commission, to obtain the stamps.

**Replacing worn ID stamps on pull-tab dispensing devices.**

(11) A licensed owner of pull-tab dispensing devices may obtain a commission identification and inspection services stamp to replace an identification stamp affixed to a pull-tab dispensing device that has become unidentifiable due to wear. The fee for replacement of the stamp shall be as required by WAC 230-04-202 and/or 230-04-203. The operator or distributor shall furnish the following information to the commission:

(a) A copy of the invoice from the operator, distributor or manufacturer for the purchase of the dispensing device in question; or

(b) A complete description of the pull-tab dispensing device, serial number, manufacturer, and the commission stamp number previously affixed to the device, if known.

**Recordkeeping and replacing damaged stamps.**

(12) Manufacturers shall maintain records that will allow accountability for all identification and inspection services stamps issued to them by the commission for at least three years after they are affixed to devices and sold. This accountability shall be by indefinite retention of unused or damaged stamps or by records as set out in WAC 230-08-025: Provided, That damaged stamps may be returned to the commission and will be replaced with serviceable stamps if they are accompanied by a detailed listing of the damaged stamps and a ten cent per stamp service charge.

[Statutory Authority: RCW 9.46.070. 03-01-031, 03-02-043 and 03-05-089 (Order 417, 417-A and 417-B), § 230-08-017, filed 12/6/02, 12/24/02 and 2/19/03, effective 6/30/03; 01-23-056, § 230-08-017, filed 11/20/01, effective 1/1/02; 98-24-090 (Order 369), § 230-08-017, filed 12/1/98, effective 1/1/99; 98-15-074 (Order 359), § 230-08-017, filed 7/15/98, effective 1/1/99. Statutory Authority: RCW 9.46.070 (5), (6), (11), (14). 97-14-012, § 230-08-017, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070 and 9.46.116. 96-24-007 (Order 304), § 230-08-017, filed 11/21/96, effective 1/1/97. Statutory Authority: RCW 9.46.070. 94-23-007, § 230-08-017, filed 11/3/94, effective 1/1/95; 94-01-033, § 230-08-017, filed 12/6/93, effective 1/6/94. Statutory Authority: Chapter 9.46 RCW. 91-21-053 (Order 228), § 230-08-017, filed 10/15/91, effective 11/15/91. Statutory Authority: RCW 9.46.070 (4), (11) and (14). 89-24-002 (Order 201), § 230-08-017, filed 11/27/89, effective 12/28/89. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-13-060 (Order 179), § 230-08-017, filed 6/14/88.]

**WAC 230-08-025 Accounting records to be maintained by distributors and manufacturers.** Every licensed distributor and manufacturer shall keep and maintain a complete set of records which include all details of all activities of the licensee related to the conduct of the licensed activity.

(1) These records shall be recorded using the double entry accounting system and maintained in accordance with generally accepted accounting principles. This system shall be capable of being reconciled to the licensee's federal income tax return. All records shall be maintained for a period of not less than three years following the end of the licensee's fiscal year. These records shall be updated at least

once a month and provide a monthly balance for each account.

(2) Sales invoices - every manufacturer and distributor shall record every sale of equipment or services, any return or refund, or any other type of transfer of punch boards/pull-tabs, pull-tab dispensing devices or bingo equipment including cards, by completing a standard sales invoice or credit memo. Distributors shall use an invoice in a format prescribed and approved by the commission that includes a separate line for each identification and inspection services stamp number. This invoice shall provide space for the operator to either attach a records entry label or enter the identification and inspection services stamp number and the date the device was placed out for play. These spaces shall be adjacent to the written entry of the identification and inspection services stamp number made by the distributor. These invoices shall set out the following information:

(a) Each invoice must be prenumbered at the time of purchase. The numbering must be consecutive, using not less than four digits: Provided, That a computer generated numbering system may be utilized if the same system is used for all sales and specific numbers can not be input by use of a manual override function;

(b) The date of sale. For distributors only: If the date of delivery is different, then the delivery date must also be entered;

(c) The customer's name and an adequate business address;

(d) A full description of each item sold or service provided, including the identification and inspection services stamp number for each item, if attached, and all information required by WAC 230-08-040;

(e) The quantity and sales price of each individual item, including individual items of merchandise to be used as prizes on punch boards and pull-tabs;

(f) The gross amount of each sale to each customer including all discount terms and the total dollar amount of any discount;

(g) The sales invoice shall be prepared in at least three parts. Invoices shall be distributed and maintained as follows:

(i) The original shall be issued to the customer;

(ii) One shall be retained in an invoice file by customer name; and

(iii) One shall be retained in an invoice file by invoice number or in an alternative manner that accounts for each invoice numerically. This provision may be waived if the licensee receives written commission approval.

(h) Information documenting the sales of progressive jackpot pull-tabs must be separately tracked, invoiced, and maintained in its own filing system. Provided, that a computerized system, which is capable of separately tracking this information and providing immediate output of the data, is sufficient for this requirement.

(i) Credit memos for returned items shall be prepared in the same detail as (a) through (g) of this subsection.

(3) Sales journal - the sales journal shall contain at least, but not be limited to, the following by month:

(a) The date of the sale;

(b) The invoice number of the sale;

(c) The customer name or person remitting a payment;

(d) Sales shall be categorized at least by the following as applicable:

- (i) Punch boards that pay out cash prizes;
- (ii) Punch boards that pay out merchandise prizes;
- (iii) Pull-tabs that pay out cash prizes;
- (iv) Pull-tabs that pay out merchandise prizes;
- (v) Pull-tab dispensing devices;
- (vi) Merchandise that is intended for use as a prize on a punch board or pull-tab series;
- (vii) Bingo equipment;
- (viii) Other types of sales directly related to gambling activities, including but not limited to, equipment leases or sales and supplies; and

(ix) Sales and leases of general purpose equipment and supplies indirectly related to gambling activities, including cash registers, scales, tables, chairs, glue sticks, souvenirs, etc.

(e) Total amount of the invoice.

(4) Cash disbursements book (check register) - this record shall include a recording of all checks issued by the licensee, cash payments made by the licensee, or payments made by any other means. All expenses by the licensee, both gambling and nongambling related, shall be documented by invoices or other appropriate supporting documents. Entries to this record shall contain at least, but not limited to, the following information by month:

- (a) The date the check was issued or payment made;
- (b) The number of the check issued;
- (c) The name of the payee; and
- (d) Each disbursement shall be categorized by type of expense.

(5) Cash receipts - all cash receipts shall be recorded in an original book of entry whether it be a sales journal, a check register, or a separate cash receipts journal, and at a minimum shall include a recording of not only cash sales, but also cash received from all sources, and shall contain at least, but not limited to, the following by month:

- (a) The date the payment was received;
- (b) The name of the person remitting the payment;
- (c) The amount of payment received.
- (6) General ledger - each licensee whose gambling related sales exceed five hundred thousand dollars per year, shall have a general ledger which shall contain, in addition to all other accounts by month, a separate sales account for each type of sale;

(7) Bank reconciliation - a bank reconciliation shall be performed each month;

(8) Copies of all financial data which support tax reports to any and all governmental agencies;

(9) Copies of all agreements entered into regarding sales or leasing of gambling equipment or paraphernalia. These agreements shall fully disclose all terms and conditions;

(10) Manufacturer shall maintain records that provide an accountability trail for all identification and inspection services stamps purchased. These records shall include enough details to allow audit of all used, unused, and damaged stamps and includes the following minimum items:

- (a) The name of the purchaser;
- (b) The date of the sale; and
- (c) The invoice number recording the sale.

(11) An alternative format may be used for subsections (2)(a), (2)(g)(ii), (2)(g)(iii), (2)(h), (3), and (4), of this section upon advance written approval from the commission.

[Statutory Authority: RCW 9.46.070. 98-19-130 (Order 362), § 230-08-025, filed 9/23/98, effective 1/1/99; 97-24-031, § 230-08-025, filed 11/25/97, effective 1/1/98. Statutory Authority: RCW 9.46.070, 9.46.120, 9.46.0273, 9.46.310 and 34.05.313. 96-24-006 (Order 305), § 230-08-025, filed 11/21/96, effective 1/1/97. Statutory Authority: RCW 9.46.070. 94-01-033, § 230-08-025, filed 12/6/93, effective 1/6/94; 92-19-107 (Order 231), § 230-08-025, filed 9/18/92, effective 10/19/92. Statutory Authority: RCW 9.46.070 (4), (11) and (14). 89-24-002 (Order 201), § 230-08-025, filed 11/27/89, effective 12/28/89. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-13-060 (Order 179), § 230-08-025, filed 6/14/88. Statutory Authority: RCW 9.46.070 (8) and (11). 83-10-002 (Order 132), § 230-08-025, filed 4/21/83.]

**WAC 230-08-026 Accounting records to be maintained by gambling service suppliers.** Gambling service suppliers shall maintain records that document services they provide and receipts for payment for such services. The following records shall be maintained and procedures followed:

(1) A minimum accounting system must be maintained that includes at least the following records:

(a) Sales invoices - sales invoices or a detailed monthly billing statement shall be issued to each customer. Copies of each invoice or billing statement must be maintained on the premises;

(b) Sales journal - the sales journal shall contain at least, but not be limited to, the following by month:

- (i) The date of the sale;
- (ii) The invoice number of the sale;
- (iii) The customer name or person remitting a payment;
- (iv) Sales shall be categorized at least by the type of service or activity provided; and
- (v) Total amount of the invoice.

(c) Cash receipts - all cash receipts shall be recorded in an original book of entry whether it be a sales journal, a check register, or a separate cash receipts journal, and at a minimum shall include a recording of not only cash sales, but also cash received from all sources, and shall contain at least, but not limited to, the following by month:

- (i) The date the payment was received;
- (ii) The name of the person remitting the payment;
- (iii) The amount of payment received.

(d) Bank statements which show all deposits along with copies of bank deposit slips and receipts;

(e) General ledger - each licensee whose gambling related activities exceed five hundred thousand dollars per year, shall have a general ledger which shall contain, in addition to all other accounts by month, a separate sales account for each type of activity;

(f) Copies of all financial data which support tax reports to any and all governmental agencies.

(2) If the gambling service(s) supplier enters into contracts with their customers, copies of such agreements which fully disclose all terms must be maintained.

(3) Records must be maintained for a period of three years following the end of the licensee's fiscal year.

[Statutory Authority: RCW 9.46.070. 98-19-130 (Order 362), § 230-08-026, filed 9/23/98, effective 1/1/99.]

**WAC 230-08-035 Records to be maintained by linked bingo prize providers.** In addition to the accounting

records to be maintained by distributors and manufacturers as required by WAC 230-08-025, a linked bingo prize provider must also maintain the following records:

(1) A complete and accurate record for each linked prize offered that includes at least the following:

- (a) The date and time the prize was played for;
- (b) A complete list of names and addresses of each participating licensee;
- (c) The serial number, color, and beginning and ending sheet numbers sold by each licensee;
- (d) The dollar amount of sales for each licensee;
- (e) A reconciliation of the number of bingo cards issued to each participating licensee and the number of cards sold or returned;
- (f) The dollar amount that each licensee contributed to the prize fund;
- (g) The total amount contributed to the prize fund;
- (h) The dollar amount of prizes paid from the prize fund;

and

(i) The dollar amount accrued for a bonus prize;

(2) A record of assets installed at participating licensees' locations that includes the following:

- (a) The name and address of the licensee where the asset is installed; and
- (b) A physical description of the asset and its cost;
- (3) A complete and accurate record that shows where all bingo cards purchased or otherwise obtained have been distributed and the date the cards were used; and

(4) Video tapes must be maintained for at least one year which record at least the following activities:

- (a) The ball selection process that clearly shows the numbers drawn; and
- (b) All body movements of the caller.

[Statutory Authority: RCW 9.46.070. 98-24-090 (Order 369), § 230-08-035, filed 12/1/98, effective 1/1/99.]

**WAC 230-08-040 Sales invoices—Minimum information to be recorded for transfer of gambling equipment and merchandise—Retention—Penalties.** The following requirements apply to sales invoices:

(1) In addition to entries required by WAC 230-08-025, the following information shall be recorded on invoices for sales or transfer of gambling equipment, merchandise, and card room forms:

- (a) Punch boards/pull-tabs - for each board or series:
  - (i) Trade name of device;
  - (ii) Type of device;
  - (iii) Form number or other manufacturer-assigned scheme to specifically identify a device, including the size or number of chances; and
  - (iv) Identification and inspection services stamp number.
- (b) Pull-tab dispensing devices:
  - (i) Trade name of device;
  - (ii) Type of device; and
  - (iii) Identification and inspection services stamp number.

(c) Disposable bingo cards - for each set of cards or collation of packets:

- (i) Type of product, including product line;
- (ii) Description of product, including the number of cartons, "series," "on," "cut," and "up";

(2007 Ed.)

(iii) Identification and inspection services stamp number;

(iv) Serial number or, if packets, serial number of the top page;

(v) Color and border pattern or, if packets, color and border pattern of the top page;

(vi) The unit or package number when a series or collation has been divided as authorized in WAC 230-20-192(6); and

(vii) For disposable bingo cards to be sold for linked bingo prizes the beginning and ending sheet numbers sold to or returned from the operator.

(d) Merchandise to be used as prizes for any gambling activity, whether purchased from a licensed distributor or from other than a licensed distributor, must be recorded on a sales invoice or receipt. The following information must be on the sales invoice or receipt provided by the seller:

- (i) The date of purchase;
- (ii) The company's name and adequate business address;
- (iii) A full description of each item purchased;
- (iv) The quantity of items purchased; and
- (v) The cost per individual items purchased; and
- (e) Card room forms - all required serially prenumbered forms:

- (i) Type of form;
- (ii) Beginning and ending serial numbers; and
- (iii) Quantity of forms.

(f) All other gambling equipment:

- (i) Trade name of device;
- (ii) Type of device;
- (iii) Serial number or other identification numbers or characteristics; and

(iv) Identification and inspection services stamp number.

(2) All sales invoices and receipts must be maintained by the licensee for at least three years.

(3) Any manufacturer, distributor, linked bingo prize provider, or licensed representative of the above, who fails to accurately complete any invoice for the sale or return of a punch board, pull-tab series, pull-tab dispensing device, disposable bingo cards, related merchandise, or other gambling device may be assessed a fee of up to fifty dollars per incomplete invoice. The fee shall be used to defray extra costs incurred by the commission in tracking transfers or other monitoring procedures as a result of errors or omissions.

[Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-08-040, filed 4/14/00, effective 5/15/00; 98-24-090 (Order 369), § 230-08-040, filed 12/1/98, effective 1/1/99. Statutory Authority: RCW 9.46.070 (5), (6), (11), (14). 97-14-012, § 230-08-040, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070. 94-01-033, § 230-08-040, filed 12/6/93, effective 1/6/94.]

**WAC 230-08-060 Commercial amusement game records.** Licensees for the operation of commercial amusement games shall be required to prepare a detailed record for each location games are operated. These records shall be maintained for a period of not less than three years. These records shall include details necessary to determine the gross gambling receipts received from players, the value of prizes awarded, and the fact that prizes were awarded to winners. Records shall include the following:

(1) The gross gambling receipts collected from amusement games at each location or concession, supported by proper receipting records. Records shall contain an entry for each withdrawal of receipts from the games: Provided, That coin or token activated amusement games that meet standards set forth in WAC 230-20-700 shall only require an entry of the ending meter reading, the number of plays, and gross gambling receipts at the end of each month: Provided further, That a summary of the operation of the activity, which includes at least coin-in meter readings and gross gambling receipts, shall be provided to charitable/nonprofit organizations each time a game is serviced and/or moneys disbursed;

(2) The number and actual cost of merchandise prizes awarded for each location reported at a minimum on a monthly basis;

(3) For amusement games that issue tickets for the redemption of prizes the minimum entry shall be a log of the beginning/ending nonresettable ticket out meters or ticket numbers at each collection of funds from each game; and

(4) Full details on all expenses directly related to the conduct of licensed amusement games for each licensee.

[Statutory Authority: RCW 9.46.070 (1), (3), (8), (9), (11), (13), (14), (20) and 9.46.0331. 97-09-073, § 230-08-060, filed 4/22/97, effective 7/1/97. Statutory Authority: RCW 9.46.070. 93-19-090 (Order 244), § 230-08-060, filed 9/15/93, effective 10/16/93. Statutory Authority: RCW 9.46.070 and 9.46.0331. 91-19-093 (Order 227), § 230-08-060, filed 9/18/91, effective 10/19/91. Statutory Authority: RCW 9.46.070 (4), (11) and (14). 89-24-002 (Order 201), § 230-08-060, filed 11/27/89, effective 12/28/89.]

**WAC 230-08-070 Raffle records.** A detailed record shall be prepared for each raffle conducted. Unless otherwise noted in this section, organizations licensed to conduct raffles at Class "D" or below and organizations conducting unlicensed raffles under the authority of RCW 9.46.0315 or 9.46.0321 are authorized to use reduced recordkeeping requirements as set out in WAC 230-08-015. Organizations licensed to conduct raffles at or above Class "E" or conducting raffles under any class of license by utilizing alternative drawing formats, as authorized by WAC 230-20-325, shall comply with the following recordkeeping procedures:

(1) All data required shall be recorded in a standard format prescribed by the commission;

(2) At least the following data shall be recorded:

(a) Beginning and ending ticket numbers;

(b) The total number of unsold tickets with ticket numbers that are below the highest ticket number sold;

(c) Total gross gambling receipts;

(d) A description of each prize including the cost, or if contributed to the organization, the fair market value;

(e) The name, address, and telephone number of each winner of a prize with a cost or fair market value in excess of twenty dollars;

(f) Except as authorized by WAC 230-20-335, details of disbursement to and return of tickets from sellers. Minimum details shall include:

(i) The name of the person receiving the tickets;

(ii) The number of tickets disbursed;

(iii) The number of tickets returned; and

(iv) All funds returned;

(3) In addition to the prescribed format, the following records shall be maintained:

(a) Validated deposit receipts for each deposit of raffle proceeds;

(b) All winning tickets;

(c) All ticket stubs for raffles that participants are not required to be present at the drawing;

(d) All unsold tickets for individual raffles for which gross gambling receipts exceed five thousand dollars;

(e) Invoices and other documentation recording the purchase or receipt of prizes; and

(f) Invoices and other documentation recording the purchase of tickets and other expenses of the raffle;

(4) Except as authorized by WAC 230-20-335, these records shall be maintained for a period of not less than three years from the end of the licensee's fiscal year in which the raffle was completed;

(5) Records for each individual raffle shall be completed and available for review by commission staff and local law enforcement or taxing authorities no later than thirty days following the drawing: Provided, That this subsection shall not restrict commission staff or local law enforcement authorities from review of any required records prior to the allowed completion date; and

(6) Records shall be maintained at the main administrative or business office of the organization that is located within Washington state and available for commission review or audit upon request. Organizations that do not have an administrative or business office located within Washington state structured to include more than one chapter or other subdivided unit that conducts raffles under the parent organization's license, shall designate records custodians that reside in Washington state. Such custodians shall be responsible for retaining all original records and making such available for review or audit at any reasonable location within seven days of a request by commission staff: Provided, That the director may authorize an organization to maintain records at alternative locations if the organization has demonstrated the ability and desire to comply with all commission requirements. Records maintained under such an agreement shall be made available for commission review and audit at any designated location within seven days. The director may revoke this authority at any time by providing written notice. A request to maintain records at alternative locations shall include at least the following:

(a) The conditions that preclude or restrict compliance with normal records maintenance requirements of this subsection, including costs;

(b) The address of the location where all records will be maintained;

(c) If such records are retained outside the state of Washington, the name, address, and telephone number of a resident of the state of Washington who is authorized by the organization to accept a request for records;

(d) The name, address, and telephone number of a primary and alternate records custodian; and

(e) A notarized statement by the chief executive officer of the organization acknowledging responsibility for providing records and that failure to comply with a request for records within the allotted time may result in suspension or revocation of all licenses held by the organization.

[Statutory Authority: RCW 9.46.070. 95-07-093, § 230-08-070, filed 3/17/95, effective 7/1/95. Statutory Authority: RCW 9.46.070 (11) and (14).

89-07-045 (Order 188), § 230-08-070, filed 3/14/89. Statutory Authority: RCW 9.46.070 (8) and (11). 83-11-034 (Order 133), § 230-08-070, filed 5/16/83.]

**WAC 230-08-080 Daily records—Bingo.** In addition to any other requirement set forth in these rules, licensees for the operation of bingo shall be required to prepare a detailed record covering each bingo session as defined in WAC 230-02-104: Provided, That operators of bingo games conducted at qualified agricultural fairs and other special locations shall be exempt from this rule, but will be required to keep all operator records by location in order to properly report all information as required by WAC 230-08-250. This detailed daily record shall disclose the following information for each separate session conducted during a bingo occasion:

**Gross gambling receipts.**

(1) The gross gambling receipts collected for each separate type of sale, of any kind, for bingo games including, but not limited to, regular games, early bird games, blackout games, special games, or pick up games. These gross gambling receipts shall be supported by receipting records required by WAC 230-20-101 and inventory control records required by WAC 230-08-105. Licensees using the combination receipting method shall reconcile the extended value of all disposable cards, packets of cards, and electronically generated cards sold to the amount of sales recorded per the cash register;

**Prizes paid.**

(2) The amount paid out or accrued for prizes awarded for each bingo game. Each session record shall contain the following minimum information regarding prizes awarded:

- (a) The game number;
- (b) The dollar amount or the actual cost of each prize;
- (c) A complete description of all noncash prizes;
- (d) The consecutive number of the prize receipt issued for each prize;
- (e) The duplicate copy of the prize receipt issued for all prizes awarded during the session or the merchandise prize receipt log as allowed by WAC 230-20-102(4);
- (f) The check number of all checks used to pay winners of bingo games: Provided, That if the payment must be made by check under the guidelines of WAC 230-20-102 (1)(c), the duplicate copy must be maintained as a part of the session records;
- (g) Full details of prizes accrued; and
- (h) For accrued prizes contributed to a linked bingo prize:
  - (i) The amount of the contribution;
  - (ii) The amount of any consolation prize paid by the licensee for a linked bingo prize game; and
  - (iii) The name of the linked bingo prize provider to whom the contribution is made;

**Net gambling receipts.**

- (3) The net gambling receipts from each bingo session;

**Cash on hand.**

(4) The cash on hand at the commencement and the conclusion of each session;

(2007 Ed.)

**Reconciliation of bank deposits.**

(5) A reconciliation of cash on hand, net gambling receipts, and the bank deposit of net revenue for each session. The bank deposit shall be supported by a validated copy of the bank deposit receipt. Steps taken to reconcile overages and/or shortages that exceed twenty dollars for any session must be documented;

**Attendance.**

(6) An attendance record indicating the number of people participating;

**Numbers or symbols selected.**

(7) All bingo numbers or symbols selected and called during any game that offers a prize exceeding two hundred dollars. The numbers or symbols shall be recorded in the sequence selected. A computer generated "call sheet" may be used in lieu of a manual record if a print-out of results is made;

**Winning cards or face numbers.**

(8) The winning card or face number(s) for each individual prize awarded that exceeds two hundred dollars: Provided, That if the game is played using disposable bingo cards, the winning card or sheet of cards may be retained in lieu of the card numbers;

**Schedule of games to be played.**

(9) A copy of the schedule of the games to be played and prizes available for the session: Provided, That if the record is annotated with the effective dates of each game schedule, it may be maintained separately and updated only when a change occurs. Any changes to the advertised and printed game and prize schedule, that occur during a session, must be noted in the session records and verified by the signature of the gambling manager assigned primary responsibility for supervising the session and another bingo worker on duty during the session;

**Review of records by gambling manager required.**

(10) The gambling manager assigned primary responsibility for supervising the bingo session(s) must review all session records for accuracy, determine that required information is provided, and confirm the required deposit amount(s). After satisfactory completion of this review, the records must be signed by the gambling manager responsible for supervising the session before the gambling manager leaves the premises on the day(s) the session(s) was conducted; and

**Format of records and length of retention.**

- (11) All records required by this section shall be:
  - (a) Recorded in a standard format prescribed by the commission;
  - (b) Recorded during the course of each session; and
  - (c) Retained for a period of not less than twenty-four months, with the exception of the session summary which shall be retained for a period of not less than three years.

[Statutory Authority: RCW 9.46.070. 00-07-140 (Order 381), § 230-08-080, filed 3/22/00, effective 7/1/00; 98-24-090 (Order 369), § 230-08-080, filed

12/1/98, effective 1/1/99. Statutory Authority: RCW 9.46.070 (1), (11), (14). 98-04-024, § 230-08-080, filed 1/28/98, effective 7/1/98. Statutory Authority: RCW 9.46.070 (1), (8) - (11), (14), (20). 96-13-067 (Order 293), § 230-08-080, filed 6/18/96, effective 7/19/96. Statutory Authority: RCW 9.46.070 (1), (8), (9), (11), (13), (14), (20). 95-23-091, § 230-08-080, filed 11/20/95, effective 1/1/96. Statutory Authority: RCW 9.46.070. 94-01-034, § 230-08-080, filed 12/6/93, effective 1/6/94. Statutory Authority: Chapter 9.46 RCW. 91-21-053 (Order 228), § 230-08-080, filed 10/15/91, effective 11/15/91. Statutory Authority: RCW 9.46.020 (1) and (10) and 9.46.070 (3), (11) and (14). 86-09-036 (Order 157), § 230-08-080, filed 4/11/86. Statutory Authority: RCW 9.46.070 (8), (11), and (14). 83-13-050 (Order 134), § 230-08-080, filed 6/14/83; Order 74, § 230-08-080, filed 8/17/77; Order 43, § 230-08-080, filed 11/28/75; Order 15, § 230-08-080, filed 4/17/74; Order 5, § 230-08-080, filed 12/19/73, 1:25 p.m.]

**WAC 230-08-095 Minimum standards for monthly and annual accounting records—Charitable or nonprofit organizations.** Each charitable or nonprofit organization licensed to conduct bingo at Class D or above or authorized to receive more than five hundred thousand dollars gross gambling receipts from combined gambling activities during any calendar year shall maintain accounting records necessary to document all receipts and disbursements of the licensee, including but not limited to those related to gambling activities.

(1) This accounting system shall be double entry and conform to generally accepted accounting principles (GAAP), except as modified by other commission rules and instructions for activity reports.

(2) The accrual method of accounting shall be mandatory and all income shall be recorded when earned and all expenses recorded when incurred: Provided, That the cash, modified cash, or tax basis accounting methods may be allowed if such method accurately represents the licensee's financial position and results of operations and the licensee does not have substantial liabilities or expenses not requiring a current outlay of cash, such as depreciation or amortization expenses.

(3) Organizations shall adopt a capitalization policy that is based on materiality and expected life of operating assets. Licensees shall use the following guidelines for determining a minimum level for capitalizing assets:

(a) Assets exceeding two thousand dollars and having a useful life that exceeds one year shall be capitalized and depreciated or amortized over the useful life of the asset;

(b) Preoperating start up costs related to bingo games that exceed six thousand dollars shall be capitalized and amortized over sixty months, beginning with the first month that bingo games are conducted; and

(c) Leasehold improvements related to gambling activities, and activities conducted in conjunction with gambling activities, which exceed six thousand dollars shall be amortized over a period that does not exceed the life of the lease: Provided, That the amortization period may be extended to include any lease option periods if the organization's management states a reasonable expectation that the option will be exercised. All unamortized leasehold improvements shall be charged as an expense of the gambling activities in the year that the lease expires.

(4) The minimum accounting records required shall include:

- (a) A cash disbursements journal and/or check register;
- (b) A cash receipts and/or sales journal;

(c) A listing of all assets for which the organization paid or, if donated, valued at more than two hundred fifty dollars. If donated to the organization, the fair market value at the time of donation will be used as the determining value. Items shall be added to the listing no later than thirty days after receipt and removed only when the organization no longer has legal ownership. Regardless of whether an item has become obsolete or completely depreciated, it shall be removed only after appropriate management review has been completed and documented. A depreciation schedule shall suffice for this requirement for all capitalized items. Items converted from gambling merchandise prize inventory, required by WAC 230-08-110, to be used by the organization shall be added to this listing when converted. This listing shall include at least the following:

- (i) A description of the item;
- (ii) The date purchased, acquired by donation, or converted from the gambling prize pool;
- (iii) The cost at the time of purchase or, if donated, the fair market value at the time received; and
- (iv) The date and method of disposition of the item;
- (d) A listing of all liabilities;
- (e) A complete general ledger system must be maintained if the licensee has substantial assets and/or liabilities or if licensed to receive more than \$300,000 in gross gambling receipts; and
- (f) Bank statements, related deposit slips, and cancelled checks.

(5) All expenditures by the licensee relating to gambling activities, shall be sufficiently documented. Cancelled checks and bank statements are not sufficient documentation without further support. Additional support for expenditures shall be provided in the following manner:

(a) Invoices or other appropriate supporting documents from commercial vendors or service agencies should contain at least the following details:

- (i) The name of the person or entity selling the goods or providing the service;
- (ii) A complete description of goods or services purchased;
- (iii) The amount of each product sold or service provided;
- (iv) The price of each unit;
- (v) The total dollar amount billed; and
- (vi) The date of the transaction.

(b) Disbursements, in excess of twenty-five dollars, made directly to individuals, who do not furnish normal, business type, invoices or statements, shall be made by check and supported by other written documentation indicating at least the following details:

- (i) The name of the person receiving the payment;
- (ii) The amount;
- (iii) The date; and
- (iv) The purpose.

(6) All expenditures by the licensee relating to nongambling activities shall be sufficiently documented to provide an audit trail satisfactory to allow verification that the funds were used for the organization's purpose(s) and conforms to generally accepted accounting principles.

(7) Expenditures that relate to more than one function shall be allocated to the various functions, for example pro-



gram service expenses, supporting service expenses, etc. Methods of allocation shall be documented and available for commission staff review.

[Statutory Authority: RCW 9.46.070 (1), (8-11), (14), (16), (20). 96-07-075, § 230-08-095, filed 3/19/96, effective 7/1/96. Statutory Authority: RCW 9.46.070 (8), (9). 95-19-069, § 230-08-095, filed 9/18/95, effective 1/1/96. Statutory Authority: RCW 9.46.070. 93-13-062 (Order 240), § 230-08-095, filed 6/17/93, effective 7/18/93. Statutory Authority: RCW 9.46.070 (7), (17), (8) and (9). 91-13-070 (Order 223), § 230-08-095, filed 6/17/91, effective 7/18/91. Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-08-095, filed 4/18/89, effective 7/1/89. Statutory Authority: RCW 9.46.020 (20)(d), 9.46.050(3) and 9.46.070 (1), (2), (5), (8), (9), (11) and (12). 85-03-026 (Order 144), § 230-08-095, filed 1/9/85; Order 45, § 230-08-095, filed 12/30/75.]

**WAC 230-08-105 Disposable bingo cards—Inventory control record.** All disposable bingo cards purchased or otherwise obtained must be controlled and accounted for by the licensee. This control function shall be accomplished by maintaining an inventory control record prepared in a format prescribed by the commission for Class D and above licensees: Provided, That alternative formats, including electronically generated formats, accomplishing regulatory requirements may be approved by commission staff.

#### **Purchase invoices.**

(1) All purchase invoices, or a photocopy thereof, for disposable bingo cards received must be maintained on the bingo premises;

#### **Packing slips.**

(2) Manufacturer packing records, required by WAC 230-20-192, shall be maintained as a part of the inventory control record;

#### **Information to be recorded for disposable bingo cards.**

(3) The following information must be recorded for disposable bingo cards immediately after purchase or before the next bingo occasion:

- (a) The identification and inspection services stamp number;
- (b) The serial number or, if packets, the serial number of the top page;
- (c) The number of cards or card packets in the series;
- (d) The type of card or card packet;
- (e) The purchase invoice number;
- (f) The purchase invoice date;
- (g) Date and session first placed into play; and
- (h) The dollar value assigned each sheet or card packet when placed into play;

#### **Combination receipting method.**

##### *Information to be recorded for disposable bingo cards.*

(4) In addition to the information required in subsection (3) of this section, licensees using the combination receipting method, per WAC 230-20-108, shall record the following for each session sets or collations of cards are sold:

- (a) The session number and date;
- (b) The beginning and ending audit control numbers of the top page of the packets;
- (c) Adjustments for any missing packets, per the manufacturer's packing record;

(2007 Ed.)

- (d) The number of packets distributed to sales points and returned as unsold;
- (e) Total packets issued;
- (f) The value of each packet;
- (g) The extended value obtained by multiplying total packets issued times the value of each packet. This total shall be carried forward to the "Daily Bingo Summary" and reconciled to the amount of sales per the cash register record; and
- (h) The cumulative number of packets issued from the collation, session-to-date;

##### *Dividing cards into subgroups.*

(5) Licensees using the combination receipting method may divide sets or collations of cards into no more than ten subgroups only if the information required by subsections (3) and (4) of this section are recorded for each subgroup.

[Statutory Authority: RCW 9.46.070. 00-07-140 (Order 381), § 230-08-105, filed 3/22/00, effective 7/1/00. Statutory Authority: RCW 9.46.070 (1), (8) - (11), (14), (20). 96-13-067 (Order 293), § 230-08-105, filed 6/18/96, effective 7/19/96. Statutory Authority: RCW 9.46.070. 95-19-070, § 230-08-105, filed 9/18/95, effective 1/1/96; 94-01-034, § 230-08-105, filed 12/6/93, effective 1/6/94.]

**WAC 230-08-110 Prize inventory control procedures—Records required—Charitable or nonprofit organizations.** Charitable or nonprofit organizations shall safeguard and prevent misuse or misappropriation of all assets, including items purchased or otherwise obtained with an intent for use as prizes in conjunction with gambling activities. An inventory control record shall be maintained for each item purchased or otherwise obtained with an intent to use such as prizes for gambling activities. The inventory control record shall provide at least the following details:

- (1) A description and quantity of the items purchased;
- (2) The per-unit cost;
- (3) The date purchased;
- (4) The vendor's name (or reference number) and invoice number;
- (5) The date, number of items, and reasons for items being removed from the inventory (issued as prize, returned to the vendor, converted for use by the organization, etc.); and
- (6) Cumulative quantity of items remaining in inventory.

[Statutory Authority: RCW 9.46.070 (8), (9). 95-19-069, § 230-08-110, filed 9/18/95, effective 1/1/96.]

**WAC 230-08-120 Quarterly activity report by operators of bingo games (license Class D and above).** Each organization licensed to conduct bingo games in Class D and above shall submit an activity report to the commission concerning the licensed activity and other matters set forth below.

(1) Licensees must report on activity occurring between:

- January 1 through March 31;
- April 1 through June 30;
- July 1 through September 30; and
- October 1 through December 31 of each year.

(2) A report shall be submitted for any period of time the activity was operated or a license was valid. If a license was

not renewed, a report for the period between the previous report and the expiration date shall be submitted.

(3) The report form shall be furnished by the commission and the completed report shall be received in the office of the commission or postmarked no later than 30 days following the end of the period for which it is made.

(4) The report shall be signed by the highest ranking officer or his/her designee. If the report is prepared by someone other than the licensee or an employee, then the preparer shall print his/her name and phone number on the report.

(5) The report shall be completed in accordance with the related instructions furnished with the report.

[Statutory Authority: RCW 9.46.070. 06-05-108 (Order 454), § 230-08-120, filed 2/15/06, effective 3/18/06; 94-11-095 (Order 251), § 230-08-120, filed 5/17/94, effective 7/1/94. Statutory Authority: RCW 9.46.070 (1)(16). 90-10-007, § 230-08-120, filed 4/19/90, effective 7/1/90. Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-08-120, filed 4/18/89, effective 7/1/89. Statutory Authority: RCW 9.46.070 (8) and (9). 85-06-002 (Order 147), § 230-08-120, filed 2/22/85. Statutory Authority: RCW 9.46.020 (20)(d), 9.46.050(3) and 9.46.070 (1), (2), (5), (8), (9), (11) and (12). 85-03-026 (Order 144), § 230-08-120, filed 1/9/85. Statutory Authority: RCW 9.46.070 (4), (7), (8) and (11). 83-06-077 (Order 127), § 230-08-120, filed 3/2/83; Order 70, § 230-08-120, filed 5/24/77; Order 46, § 230-08-120, filed 2/13/76; Order 42, § 230-08-120, filed 9/18/75; Order 29, § 230-08-120, filed 1/23/75; Order 23, § 230-08-120, filed 9/23/74; Order 15, § 230-08-120, filed 4/17/74; Order 5, § 230-08-120, filed 12/19/73, 1:25 p.m.]

**WAC 230-08-122 Annual progress and financial report—All nonprofit and charitable organizations.** Each charitable or nonprofit organization licensed to conduct gambling activities shall report annually the progress made toward accomplishment of its stated purposes. This report shall be made on a standard form provided by the commission and explain the type and scope of activities that were conducted during the organization's last annual fiscal accounting period. If any applicant has provided such information on an application within the preceding twelve months, only those items that have changed must be reported. This report shall include at least the following information:

(1) A brief history of the organization, including its purpose(s): Provided, That only changes in the purposes and organizational structure need to be reported after the initial application;

(2) A written statement setting out the progress made in meeting its organizational purpose(s) during the period and its goals for the future;

(3) Number of membership meetings conducted;

(4) Number of active members, as defined by WAC 230-02-183;

(5) Number of voting members;

(6) The nature, type, or kind of programs provided to members or the public;

(7) The scope of the organization's programs, including:

(a) Number of persons served;

(b) The primary geographical service area; and

(c) Number of volunteer workers and estimation of hours worked;

(8) A list of contributions, scholarships, grants, or sponsorships made during the period. The list must include the following:

(a) The name of each organization or individual receiving a contribution. In the alternative, if a contribution was

made to an individual for charitable purposes, the term "individual contribution" may be used instead of the individual's name. If individual names are omitted, the organization must maintain necessary records to verify and identify the recipient for each individual contribution;

(b) The amount(s);

(c) Date(s) made; and

(d) Whether funds awarded were from gambling income or other funds;

(9) Gross income from all nongambling activities, including the source;

(10) Total expenses for both charitable and nonprofit services;

(11) The percentage or extent to which net gambling income was used for charitable as distinguished from nonprofit purposes;

(12) Revenue and expenses for any nongambling sales activities must be presented separately when conducted primarily in conjunction with gambling activities;

(13) Details of any loans, contracts, or other business transactions with related parties that accumulatively exceed one thousand dollars during the period. "Related parties" is defined as officers, board members, key employees, or members of the organization, including spouses, parents, children, and brothers or sisters of each;

(14) The names, duties performed, total hours worked, and total compensation paid for the following employees:

(a) All employees paid more than forty thousand dollars annually;

(b) Part-time employees paid more than twenty dollars per hour; and

(c) All officers receiving compensation for services rendered;

(15) In addition to information required in subsection (1) of this section, any organization licensed to conduct gambling activities in Group III, IV, or V must submit complete financial statements prepared in accordance with generally accepted accounting principles and all required disclosures or footnotes. Any organization licensed to conduct gambling activities in Groups IV and V must submit financial statements prepared by a licensed certified public accountant. This information must be submitted no later than one hundred twenty days following the end of the organization's fiscal year. The financial statements must include:

(a) A statement of financial position;

(b) A statement of activities. This statement may be presented in a consolidated form if details of each component are provided as supplemental information. Revenue and expenses for each activity must be presented separately as follows:

(i) Each gambling activity;

(ii) Retail sales conducted in conjunction with gambling activities;

(c) A statement of cash flows;

(d) A statement of functional expenses;

(e) In addition to all disclosures required by generally accepted accounting principles, the financial statements must disclose the following:

(i) Loans to or from officers, board members, and employees: Provided, That employee salary advances of five hundred dollars or less will not be considered as loans.

Details of all terms, including interest rates and payment schedules, must be disclosed;

(ii) All civil penalties, fines, bribes, or embezzlements incurred or discovered during the period; and

(iii) An explanation of any adjustments made to prior period capital accounts or net asset balances;

(f) An explanation of material differences between amounts reported on gambling activity reports and the financial statements;

(16) The commission may require additional information to ensure completeness of the information reported including selected information covering the period from the end of the fiscal year reported and the license renewal date;

(17) The commission may grant an organization additional time to submit the information required if a written request is received prior to the due date. Any request for additional time shall be signed by the president, include a statement setting out the hardship necessitating the delay, and the expected date the required report(s) will be submitted;

(18) The commission may request any organization licensed to conduct gambling activities in Group II to submit financial statements and other information required by this rule in order to evaluate the organization's qualification.

[Statutory Authority: RCW 9.46.070. 98-15-073 (Order 358), § 230-08-122, filed 7/15/98, effective 1/1/99. Statutory Authority: RCW 9.46.070 (1), (8-11), (14), (16), (20). 96-07-075, § 230-08-122, filed 3/19/96, effective 7/1/96. Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-08-122, filed 4/18/89, effective 7/1/89.]

**WAC 230-08-125 Annual activity reports—Certain activities operated by charitable or nonprofit organizations.** Each charitable or nonprofit organization licensed to operate raffles, amusement games, Class A, B, or C bingo games, or combination license shall submit to the commission an annual summary of all such activities. The annual report shall be completed as follows:

(1) The report form shall be furnished by the commission, and the completed report shall be received in the office of the commission or postmarked no later than thirty days following the expiration of such organization's license year.

(2) The report shall be signed by the highest ranking officer or his/her designee. If the report is prepared by someone other than this officer, then the preparer shall include his/her name and phone number on the report;

(3) The report shall be completed in accordance with the related instructions furnished with the report.

[Statutory Authority: RCW 9.46.070. 06-05-108 (Order 454), § 230-08-125, filed 2/15/06, effective 3/18/06. Statutory Authority: RCW 9.46.070 and 9.46.116. 96-24-007 (Order 304), § 230-08-125, filed 11/21/96, effective 1/1/97. Statutory Authority: RCW 9.46.070 (1)(16). 90-10-007, § 230-08-125, filed 4/19/90, effective 7/1/90. Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-08-125, filed 4/18/89, effective 7/1/89. Statutory Authority: RCW 9.46.070 (8) and (9). 85-06-002 (Order 147), § 230-08-125, filed 2/22/85. Statutory Authority: RCW 9.46.070 (4), (7), (8) and (11). 83-06-077 (Order 127), § 230-08-125, filed 3/2/83.]

**WAC 230-08-130 Activity reports by operators of punch boards and pull-tabs.** Each licensee for the operation of punch boards and pull-tabs shall submit an activity report to the commission concerning the operation of the licensed activity and other matters set forth below:

(1) Reports shall be submitted as follows:

(a) Commercial licensees must report on activity occurring between:

(i) January 1 through June 30 of each year; and

(ii) July 1 through December 31 of each year.

(b) Charitable/nonprofit licensees must report punch board/pull-tab activity in accordance with subsection (1) of this section, unless they are also licensed for Class D or above bingo.

(c) Class D or above bingo licensees with a punch board/pull-tab license must report punch board/pull-tab activity, on the combined quarterly report provided by the commission, to determine compliance with WAC 230-20-059.

(2) A report shall be submitted for any period of time the activity was operated or a license was valid. If a license is not renewed, a report for the period between the previous report filed and the expiration date shall be submitted;

(3) The report form shall be furnished by the commission and the completed report shall be received in the office of the commission or postmarked no later than thirty days following the end of the period for which it is made;

(4) The report shall be signed by the highest ranking executive officer or their designee. If the report is prepared by someone other than the licensee or an employee, the preparer shall print his/her name and phone number on the report;

(5) The report shall be completed in accordance with the related instructions furnished with the report.

[Statutory Authority: RCW 9.46.070. 05-11-088 (Order 447), § 230-08-130, filed 5/17/05, effective 7/1/05. Statutory Authority: RCW 9.46.070 and 9.46.0217. 95-07-094, § 230-08-130, filed 3/17/95, effective 7/1/95. Statutory Authority: RCW 9.46.070. 94-11-095 (Order 251), § 230-08-130, filed 5/17/94, effective 7/1/94. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-13-060 (Order 179), § 230-08-130, filed 6/14/88. Statutory Authority: Chapter 9.46 RCW. 86-19-056 (Order 161), § 230-08-130, filed 9/15/86, effective 1/1/87. Statutory Authority: RCW 9.46.070 (8) and (9). 85-06-002 (Order 147), § 230-08-130, filed 2/22/85. Statutory Authority: RCW 9.46.070(8). 82-04-010 (Order 118), § 230-08-130, filed 1/22/82; Order 80, § 230-08-130, filed 12/28/77; Order 70, § 230-08-130, filed 5/24/77; Order 46, § 230-08-130, filed 2/13/76; Order 29, § 230-08-130, filed 1/23/75; Order 14, § 230-08-130, filed 3/27/74; Order 5, § 230-08-130, filed 12/19/73, 1:25 p.m.]

**WAC 230-08-140 Activity reports by distributors.** Each licensed distributor shall submit an activity report to the commission concerning sales and services relating to gambling activities each quarter by completing a report form furnished by the commission. The following requirements shall be followed for completion and filing of activity reports:

(1) Licensees must report on activity occurring between:

(a) January 1 through June 30 of each year; and

(b) July 1 through December 31 of each year.

(2) The completed report shall be received in the office of the commission or postmarked no later than thirty days following the end of the period for which it is made;

(3) The report shall be signed by the highest ranking executive officer or their designee. If the report is prepared by someone other than the licensee or their employee, then the preparer's name and business telephone number must be provided;

(4) The report shall be completed in accordance with the related instructions furnished with the report.

(5) Each distributor with an active license must submit a report regardless of the level of activity. If no activity was conducted during the period, a report stating "no activity" shall be submitted;

(6) If a licensee does not renew their license, then they shall file a report for the period between the previous report filed and the expiration date of the license.

[Statutory Authority: RCW 9.46.070. 05-11-088 (Order 447), § 230-08-140, filed 5/17/05, effective 7/1/05; 94-01-033, § 230-08-140, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 9.46.070 (4), (11) and (14). 89-24-002 (Order 201), § 230-08-140, filed 11/27/89, effective 12/28/89. Statutory Authority: RCW 9.46.070 (8) and (9). 85-06-002 (Order 147), § 230-08-140, filed 2/22/85. Statutory Authority: RCW 9.46.070(7). 79-09-029 (Order 91), § 230-08-140, filed 8/14/79; Order 70, § 230-08-140, filed 5/24/77; Order 46, § 230-08-140, filed 2/13/76; Order 29, § 230-08-140, filed 1/23/75; Order 5, § 230-08-140, filed 12/19/73, 1:25 p.m.]

#### **WAC 230-08-150 Activity reports by manufacturers.**

Each licensed manufacturer shall submit an activity report to the commission concerning all sales and services relating to gambling activities each quarter by completing a report form furnished by the commission. The following requirements shall be followed for completion and filing of activity reports:

(1) Licensees must report on activity occurring between:

- (a) January 1 through June 30 of each year; and
- (b) July 1 through December 31 of each year.

(2) The completed report shall be received in the office of the commission or postmarked no later than thirty days following the end of the period for which it is made;

(3) The report shall be signed by the highest ranking executive officer or their designee. If the report is prepared by someone other than the licensee or their employee, then the preparer shall print his/her name and phone number on the report;

(4) The report shall be completed in accordance with the related instructions furnished with the report.

(5) Each manufacturer with an active license must submit a report regardless of the level of activity. If no activity was conducted during the period, a report stating "no activity" shall be submitted;

(6) If a licensee does not renew their license, then they shall file a report for the period between the previous report filed and the expiration date of the license.

[Statutory Authority: RCW 9.46.070. 05-11-088 (Order 447), § 230-08-150, filed 5/17/05, effective 7/1/05; 94-11-095 (Order 251), § 230-08-150, filed 5/17/94, effective 7/1/94; 94-01-033, § 230-08-150, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 9.46.070 (4), (11) and (14). 89-24-002 (Order 201), § 230-08-150, filed 11/27/89, effective 12/28/89. Statutory Authority: RCW 9.46.070 (8) and (9). 85-06-002 (Order 147), § 230-08-150, filed 2/22/85; Order 70, § 230-08-150, filed 5/24/77; Order 46, § 230-08-150, filed 2/13/76; Order 29, § 230-08-150, filed 1/23/75; Order 14, § 230-08-150, filed 3/27/74; Order 5, § 230-08-150, filed 12/19/73, 1:25 p.m.]

**WAC 230-08-160 Activity reports by operators of social and public card rooms.** Each licensee for the operation of social or public card rooms shall submit an activity report to the commission concerning the operation of the licensed activity and other matters set forth below: Provided, That persons licensed under Class "D" - general, no fee charged, are exempt from all portions of this section:

(1) Licensees must report on activity occurring between:

- (a) January 1 through June 30 of each year; and

(b) July 1 through December 31 of each year.

(2) A report shall be submitted for any period of time the activity was operated or a license was valid. If a license is not renewed, a report for the period between the previous report filed and the expiration date shall be submitted;

(3) The report form shall be furnished by the commission and the completed report shall be received in the office of the commission or postmarked no later than thirty days following the end of the period for which it is made;

(4) The report shall be signed by the highest ranking executive officer or their designee. If the report is prepared by someone other than the licensee or an employee, the preparer shall print his/her name and phone number on the report;

(5) The report shall be completed in accordance with the related instructions furnished with the report.

[Statutory Authority: RCW 9.46.070. 05-11-088 (Order 447), § 230-08-160, filed 5/17/05, effective 7/1/05; 00-09-052 (Order 383), § 230-08-160, filed 4/14/00, effective 5/15/00. Statutory Authority: RCW 9.46.070 and 9.46.0217. 95-07-094, § 230-08-160, filed 3/17/95, effective 7/1/95. Statutory Authority: RCW 9.46.070. 94-11-095 (Order 251), § 230-08-160, filed 5/17/94, effective 7/1/94. Statutory Authority: Chapter 9.46 RCW. 86-19-056 (Order 161), § 230-08-160, filed 9/15/86, effective 1/1/87. Statutory Authority: RCW 9.46.070 (8) and (9). 85-06-002 (Order 147), § 230-08-160, filed 2/22/85. Statutory Authority: RCW 9.46.070 (4), (7), (8) and (11). 83-06-077 (Order 127), § 230-08-160, filed 3/2/83; Order 80, § 230-08-160, filed 12/28/77; Order 70, § 230-08-160, filed 5/24/77.]

**WAC 230-08-165 Activity reports by linked bingo prize providers.** Each licensed linked bingo prize provider shall submit an activity report to the commission concerning sales and services relating to gambling activities each quarter by completing a report form furnished by the commission. The following requirements shall be followed for completion and filing of activity reports:

(1) Licensees must report on activity occurring between:

- (a) January 1 through June 30 of each year; and
- (b) July 1 through December 31 of each year;

(2) The completed report shall be received in the office of the commission or postmarked no later than thirty days following the end of the period for which it is made;

(3) The report shall be signed by the highest ranking executive officer or their designee. If the report is prepared by someone other than the licensee or their employee, then the preparer's name and business telephone number must be provided;

(4) The report shall be completed in accordance with the related instructions furnished with the report;

(5) Each linked bingo prize provider with an active license must submit a report regardless of the level of activity. If no activity was conducted during the period, a report stating "no activity" shall be submitted; and

(6) If a licensee does not renew their license, then they shall file a report for the period between the previous report filed and the expiration date of the license.

[Statutory Authority: RCW 9.46.070. 05-11-088 (Order 447), § 230-08-165, filed 5/17/05, effective 7/1/05; 98-24-090 (Order 369), § 230-08-165, filed 12/1/98, effective 1/1/99.]

**WAC 230-08-180 Annual activity reports by commercial amusement game operators.** (License Class B and above) (1) Each licensee for the operation of commercial amusement games Class B and above shall submit an activity

report to the commission concerning the operation of the licensed activity and other matters set forth below.

(2) The report form shall be furnished by the commission and the completed report shall be received in the office of the commission or postmarked no later than sixty days following the license expiration date.

(3) The report shall be signed by the highest ranking executive officer or their designee. If the report is prepared by someone other than the licensee or their employee, then the preparer's name and business telephone number must be provided.

(4) The report shall be completed in accordance with the related instructions furnished with the report.

[Statutory Authority: RCW 9.46.070, 06-05-108 (Order 454), § 230-08-180, filed 2/15/06, effective 3/18/06; 92-21-021, § 230-08-180, filed 10/13/92, effective 11/13/92. Statutory Authority: RCW 9.46.070 and 9.46.0331, 91-19-093 (Order 227), § 230-08-180, filed 9/18/91, effective 10/19/91. Statutory Authority: RCW 9.46.070 (4), (11) and (14), 89-24-002 (Order 201), § 230-08-180, filed 11/27/89, effective 12/28/89.]

**WAC 230-08-200 All records subject to commission audit.** (1) Any person involved in a gambling activity is subject to a commission audit. This includes any:

(a) Person, entity or organization licensed by the gambling commission;

(b) Person operating an unlicensed gambling activity authorized by RCW 9.46.0321;

(c) Commission permittee; and

(d) Employee or member that directly participates in the management, operation or promotion of an authorized gambling activity.

(2) Any and all gambling records are subject to an audit by the commission and any of its authorized representatives without notice. This includes, but is not limited to, records which are required to be kept or relate in any manner to the conduct of a gambling activity.

(3) Unless otherwise provided for elsewhere in these rules, a commission audit must begin at the premises of the licensee where the records are located. The audit must begin:

(a) Between the hours of 8:00 a.m. and 5:00 p.m. on a weekday, other than a holiday; or

(b) During the hours in which the gambling activity is actually being operated.

(4) In the event of an audit by the commission or any of its authorized representatives, the person or business under audit shall immediately provide:

(a) All requested records;

(b) A safe place with adequate space where such audit may be performed; and

(c) Reasonable assistance to the commission and its representatives in inspecting such records as may be requested.

[Statutory Authority: RCW 9.46.070 and 34.05.230, 01-01-016 (Order 396), § 230-08-200, filed 12/6/00, effective 1/6/01; Order 53, § 230-08-200, filed 5/25/76; Order 15, § 230-08-200, filed 4/17/74; Order 5, § 230-08-200, filed 12/19/73, 1:25 p.m.]

**WAC 230-08-250 Annual activity reports by agricultural fairs and other bona fide charitable or nonprofit organizations with special location licenses to conduct bingo, raffles, and amusement games.** (1) Each bona fide charitable or nonprofit licensee for the operation of bingo, raffles, and amusement games conducted only at agricultural

fairs and other special locations shall submit an activity report to the commission concerning the operation of the licensed activities and other matters set forth below for the period of their license.

(2) The report form shall be furnished by the commission and the completed report shall be received in the office of the commission or postmarked no later than 30 days following the expiration date of the license. All persons operating by virtue of a permit issued by the commission shall furnish to the licensee in conjunction with whom the permit is used, all information with respect to their own operation which is needed by the licensee to complete its report not less than ten days prior to the time the licensee is required to file his report with the commission.

(3) The report shall be signed by the highest ranking executive officer or his designee. If the report is prepared by someone other than the licensee or his employee, then the preparer shall also sign the report.

(4) The report shall be completed in accordance with the related instructions furnished with the report.

[Statutory Authority: RCW 9.46.070, 06-05-108 (Order 454), § 230-08-250, filed 2/15/06, effective 3/18/06. Statutory Authority: RCW 9.46.070 (8) and (9), 85-06-002 (Order 147), § 230-08-250, filed 2/22/85; Order 74, § 230-08-250, filed 8/17/77.]

**WAC 230-08-255 Bona fide charitable or nonprofit organizations—Qualification review—Significant progress required—Exception.** A charitable or nonprofit organization requesting to be certified to conduct gambling activities must demonstrate it has made significant progress toward its stated purposes during the period under review. The following definitions and procedures will apply:

#### **Progress toward stated purpose.**

(1) An organization will be deemed to have made progress toward its stated purposes when it:

(a) Complies with all requirements set forth in its bylaws and articles of incorporation;

(b) Actively engages in providing services to the public or its members during the entire period under consideration, and such services directly relate to the stated purposes of the organization;

(c) Has held elections to select officers at least once in the previous two years; and

(d) Has held a general membership meeting to conduct the business of the organization at least once in the previous two years.

#### **Available resources for stated purpose.**

(2) An organization's progress towards its stated purpose will be deemed significant when a substantial portion of its available resources are used for providing program services during the period under review.

For purposes of this section, available resources:

(a) Include the income generated by or from the following sources for the period under review:

(i) All net fund-raising activities, including net gambling income;

(ii) Grants, gifts, and contributions from private sources; and

(iii) Public support.

(b) Does not include:

(i) Funds generated in periods other than the period under review;

(ii) Funds that are raised or contributed from outside the organization for purposes of purchasing land or capital assets or to endow future operations when such funds are specifically identified by the board or contributors as restricted and separately recorded in the organization's records;

(iii) Fees paid by members or the public to receive services or to participate in specific activities. Such fees shall be classified as a reduction to both program service and supporting service expenses on a pro rata basis and as a reduction to resources available for providing services in the current period; or

(iv) Net income from the sale of assets.

#### **Groups IV and V - Significant progress.**

(3) In addition to the criteria outlined above, any organization requesting to be certified to operate gambling activities at Group IV or V levels, as defined in WAC 230-12-076, shall demonstrate it has made significant progress by providing evidence that:

(a) It has expended at least sixty percent of net gambling income earned in the organization's most recently completed fiscal year on functional expenses to operate the organization's programs. Functional expenses consist of both program and supporting services; and

(b) Available resources were utilized in an efficient manner during the period. Available resources will be deemed to be utilized in an efficient manner when no more than thirty-five percent of total functional expenses are utilized to provide supporting services as defined by WAC 230-02-279: Provided, That if more than fifty percent of total program services expenses was utilized to provide program services through indirect methods (those which are external to the organization) such as grants, contributions, and/or scholarships, then supporting services expenses shall not exceed twenty percent of functional expenses.

#### **Groups III, IV, and V - Formal qualification review.**

(4) Any organization requesting to be certified to conduct gambling activities in:

(a) **Group IV or V** - shall be reviewed by commission staff and every three years a summary of the organization's qualifications shall be prepared and provided to the commission for review at a public meeting. At least one representative from the organization shall be present at the public meeting when the summary of their qualification review is presented; and

(b) **Group III** - may be reviewed by commission staff at the request of the director. A summary of the organization's qualifications, as required by this subsection, may be prepared by staff and provided to the commission for review.

#### **Gambling income not separate from other income.**

(5) When an organization does not keep gambling income separate from all other income of the organization, the amount of net gambling income required to provide functional expenses in the year under review shall be the pro rata

portion of net gambling income compared to the total net revenue from all sources.

#### **Waivers.**

(6) An organization that is unable to demonstrate it has made significant progress by complying with the financial standards and procedures set forth elsewhere in this section may request the director to waive all or portions of the requirements. The following requirements and procedures shall be used to evaluate waivers:

(a) In determining whether to grant such a waiver, the director may consider the following:

(i) Whether the organization's inability to comply is temporary and due to unusual circumstances;

(ii) Whether the organization is reserving funds to start or expand specific programs in the future;

(iii) Whether the organization utilizes a substantial amount of capital assets that are not subject to depreciation or amortization to provide program services. Examples are: Fully depreciated building or equipment; fully amortized leasehold improvements; assets which are not normally depreciated such as land used for athletic fields, riding areas, parks, etc.; and

(iv) Whether the organization conducts a substantial portion of its services through volunteers.

(b) In order for the director to consider a waiver, the organization shall meet the following requirements:

(i) The organization's board shall acknowledge in writing that they are aware of the circumstances, have taken steps to correct the situation which prevented compliance, and have approved a plan that addresses delivery of program services in the future; and

(ii) The organization must expend at least twenty-five percent of its net gambling income to provide program services in the current period; however, the purchase of nondepreciable assets for program purposes may be considered as part of this percentage.

(c) The director will provide the licensee a hearing pursuant to WAC 230-50-010(6), if a waiver will be denied.

[Statutory Authority: RCW 9.46.070, 02-10-002 (Order 412), § 230-08-255, filed 4/18/02, effective 7/1/02; 00-23-077 (Order 393), § 230-08-255, filed 11/17/00, effective 12/31/00; 98-19-132 (Order 363), § 230-08-255, filed 9/23/98, effective 1/1/99. Statutory Authority: RCW 9.46.070 (1), (8-11), (14), (16), (20), 96-07-075, § 230-08-255, filed 3/19/96, effective 7/1/96. Statutory Authority: RCW 9.46.070, 9.46.0261 and 9.46.0209, 94-01-035, § 230-08-255, filed 12/6/93, effective 1/6/94.]

**WAC 230-08-260 Fund-raising events—Activity report required.** Each licensee for the operation of fund-raising events shall submit an activity report to the commission concerning the operation of the licensed activities and other matters set forth below for the period of each event.

The report form shall be furnished by the commission and the completed report shall be received in the office of the commission no later than thirty days following the authorized operating days or day.

The report shall be signed by the highest ranking executive officer or his designee. If the report is prepared by someone other than the licensee or his employee, then the preparer shall print his/her name and phone number on the report.

The report shall include, among other items, the following information:

(1) The gross receipts from each separate gambling activity;

(2) Total cash prizes actually paid out and the total of the cost to the licensee of all merchandise prizes actually given out for each separate gambling activity. Donated prizes will be recorded at the fair market value of the prize at the time they were received by the organization;

(3) The net receipts for each separate gambling activity;

(4) The total net receipts;

(5) Full details of all expenses directly related to each event.

[Statutory Authority: RCW 9.46.070. 94-11-095 (Order 251), § 230-08-260, filed 5/17/94, effective 7/1/94. Statutory Authority: RCW 9.46.0355 and [9.46.]070(14). 90-13-022, § 230-08-260, filed 6/11/90, effective 7/31/90. Statutory Authority: RCW 9.46.070(14). 88-15-019 (Order 181), § 230-08-260, filed 7/11/88. Statutory Authority: RCW 9.46.070 (8) and (9). 85-06-002 (Order 147), § 230-08-260, filed 2/22/85. Statutory Authority: RCW 9.46.010 and 9.46.070 (8) and (14). 85-03-025 (Order 143), § 230-08-260, filed 1/9/85; Order 78, § 230-08-260, filed 11/17/77.]

**WAC 230-08-270 Transfer of any gambling devices requiring identification and inspection services stamps to be affixed.** (1) Persons selling or otherwise furnishing punch boards, pull-tabs, pull-tab dispensing devices, disposable bingo cards, or other gambling equipment shall account for every such device received and/or transferred.

(2) All transfers shall be made by completing a sales invoice or credit memo, in accordance with WAC 230-08-040 and 230-08-025.

[Statutory Authority: RCW 9.46.070 (5), (6), (11), (14). 97-14-012, § 230-08-270, filed 6/20/97, effective 7/21/97.]

## Chapter 230-09 WAC FUND-RAISING EVENT RULES

### WAC

230-09-001	Purpose.
230-09-005	Notify local law enforcement.
230-09-010	Ten thousand dollars net receipts limit.
230-09-015	Fund-raising events on December 31.
230-09-020	Post house rules.
230-09-025	No wagering among participants.
230-09-030	Use chips or scrip.
230-09-035	Prepare membership list.
230-09-040	Separation of duties for central accounting system required.
230-09-045	Counting money.
230-09-050	Use lock boxes and money paddles.
230-09-055	Maintain records of net receipts.
230-09-060	Winners must be present and participating to win.
230-09-065	Use only full and regular members to operate the fund-raising event.
230-09-070	Compensation of other authorized employees.
230-09-075	Workers must wear name tags.

### PREMISES AND EQUIPMENT FOR FUND-RAISING EVENTS

230-09-080	Holding fund-raising events on commercial business premises.
230-09-085	Commercial business must not participate in fund-raising events.
230-09-090	Control of premises.
230-09-095	Using, leasing, or renting equipment.

### GAMBLING ACTIVITIES AUTHORIZED AT FUND-RAISING EVENTS

230-09-100	Pull-tabs authorized.
230-09-105	Processing pull-tabs after play.
230-09-110	Punch boards not authorized.
230-09-115	Bingo authorized.
230-09-120	Disposable bingo cards.
230-09-125	Raffles authorized.

(2007 Ed.)

230-09-130 Blackjack or "21" authorized.  
230-09-131 Poker tournaments authorized.

### JOINT FUND-RAISING EVENTS

230-09-135 Joining together with other licensees to conduct a fund-raising event.  
230-09-140 Lead organization responsibilities.

### LIMITED FUND-RAISING EVENTS

230-09-145 Limited fund-raising event defined.  
230-09-150 Operating a limited fund-raising event.  
230-09-155 Recordkeeping at limited fund-raising events.  
230-09-160 Fund-raising event distributor rules at limited fund-raising events.  
230-09-165 Restrictions on gambling activities at limited fund-raising events.

**WAC 230-09-001 Purpose.** Licensees may only hold fund-raising events (FREs) to raise funds for organizational purposes. Licensees must operate the FRE with a profit motive. A "profit motive" means a gambling activity conducted for purposes of obtaining funds for a charitable or nonprofit organization's programs. FRE licensees must make a good faith effort to ensure that the expenses paid for all phases of the FRE are less than the total gross receipts received.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-001, filed 10/27/06, effective 1/1/08.]

**WAC 230-09-005 Notify local law enforcement.** Licensees must notify local law enforcement agencies in writing of the time and place of the FRE at least ten days before conducting the FRE.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-005, filed 10/27/06, effective 1/1/08.]

**WAC 230-09-010 Ten thousand dollars net receipts limit.** (1) The calendar year net receipt limits of RCW 9.46.0233 apply to all FRE licensees. Net receipts are all wagers and bets received minus money used to purchase prizes and pay out cash prizes.

(2) Any licensees exceeding the calendar year net receipt limit must distribute excess net receipts within thirty days to another bona fide charitable or nonprofit organization that either:

- (a) We license; or
- (b) Meets the criteria set forth in RCW 9.46.0209.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-010, filed 10/27/06, effective 1/1/08.]

**WAC 230-09-015 Fund-raising events on December 31.** Licensees who hold FREs which continue past midnight on December 31 into the new calendar year may treat each hour of the event held as if the hours had occurred solely in the calendar year recorded on their license application. These hours are counted in computing and applying limits on the net receipts and on the number of FREs, or consecutive hours of those FREs, in the calendar year for which the license was issued.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-015, filed 10/27/06, effective 1/1/08.]

**WAC 230-09-020 Post house rules.** Licensees must develop house rules to govern the scope and manner of all

gambling activities they will conduct during the FRE and prominently post these rules in the area where they will conduct the FRE. At a minimum, these rules must:

- (1) State that single wagers must not exceed ten dollars. Raffle wagers may exceed ten dollars, but must not exceed the limits set forth in RCW 9.46.0277; and
- (2) State that there are no limits on wagers made with scrip and no limits on the number of poker tournament chips that may be wagered; and
- (3) Prohibit tipping.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-020, filed 10/27/06, effective 1/1/08.]

#### **WAC 230-09-025 No wagering among participants.**

Licensees must not allow any participants at FREs to wager money or other items of value against any other participant, such as in side bets in poker, at the FRE.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-025, filed 10/27/06, effective 1/1/08.]

**WAC 230-09-030 Use chips or scrip.** Licensees must use chips or scrip or coin for wagering at FREs. *Limited* FRE licensees must use chips and scrip only. Licensees must issue the chips or scrip only during and at the FRE itself. Licensees must not redeem chips or scrip after the FRE has concluded.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-030, filed 10/27/06, effective 1/1/08.]

**WAC 230-09-035 Prepare membership list.** FRE licensees must prepare a list of all persons from their organizations participating in the management or operation of the FRE. The list must be available on the premises of the FRE and contain, at a minimum, the name, address, telephone number, and a brief statement signed by the chief executive officer certifying that each member listed is a full and regular member of the organization.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-035, filed 10/27/06, effective 1/1/08.]

**WAC 230-09-040 Separation of duties for central accounting system required.** Licensees must set up and maintain a central accounting system in a format we prescribe for all activities conducted at the FRE. Licensees must obtain accounting forms from us. The central accounting system must provide for the following minimum separation of duties:

- (1) A cashier to handle the beginning bank, provide chips to the games, redeem chips and cash checks for the players; and
- (2) A runner to transport money, chips, and lock boxes between gambling stations at the event; and
- (3) Floor supervisors to supervise not more than six gambling stations each and who must supervise the transfer of lock boxes and chips and change trays to the count room; and
- (4) Gambling station operators to control the activity at a specific gambling station.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-040, filed 10/27/06, effective 1/1/08.]

[Title 230 WAC—p. 80]

**WAC 230-09-045 Counting money.** Licensees must have an area for counting money separate from the area where gambling is taking place. Licensees must use the forms and format we prescribe for the count. Licensees must:

- (1) Bring all money from the FRE to the counting area; and
- (2) Assign three cashiers to count the money. Two cashiers must be in the counting area at all times money is present; and
- (3) Have at least two cashiers verify the beginning count and sign the record; and
- (4) Restrict access to the counting area to the cashiers and to the runner(s) who transport money or chips to or from those stations; and
- (5) Transfer all money and chips to the counting area at the end of the day or event for final tabulation, reconciliation, and verification; and
- (6) Have at least three bankers or cashiers verify the final tabulation and reconciliation and sign the verification.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-045, filed 10/27/06, effective 1/1/08.]

**WAC 230-09-050 Use lock boxes and money paddles.** Licensees must have numbered games stations with separate lock boxes and money paddles for each station. "Money paddle" means a wooden or plastic implement used to push money into the lock box slot.

- (1) The money paddle must remain in the lock box slot whenever it is not in use. The money slot of the lock box must not exceed three and one-half inches in length and one-half inch in width; and
- (2) Dealers must exchange all currency presented by the players for coin or chips and the dealer must immediately place it in the lock box; and
- (3) Licensees must keep the keys to all lock boxes in the counting area at all times; and
- (4) Only cashiers may open the lock boxes and they must open them only in the counting area.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-050, filed 10/27/06, effective 1/1/08.]

**WAC 230-09-055 Maintain records of net receipts.** Licensees must maintain records in sufficient detail to determine the net receipts of each gambling station operated. Licensees must:

- (1) Record a reconciliation of the ending cash on hand to net receipts; and
- (2) Deposit the ending cash on hand within two banking days of the conclusion of the fund-raising event and must include a validated deposit slip as part of the records; and
- (3) Not spend any of the ending cash before the deposit.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-055, filed 10/27/06, effective 1/1/08.]

**WAC 230-09-060 Winners must be present and participating to win.** Winners must be present and participating to win at a fund-raising event.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-060, filed 10/27/06, effective 1/1/08.]

(2007 Ed.)



**WAC 230-09-065 Use only full and regular members to operate the fund-raising event.** (1) Licensees must use only full and regular members of the charitable or nonprofit organization to manage or assist in the operation of an FRE. "Full and regular membership" is defined in WAC 230-03-140.

(2) Licensees may also use "members" and "bona fide members" as defined in RCW 9.46.0261 to manage or assist in the operation of an FRE.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-065, filed 10/27/06, effective 1/1/08.]

**WAC 230-09-070 Compensation of other authorized employees.** Generally, licensees must not pay people to work at an FRE. However, in the following circumstances, licensees may compensate people:

(1) Licensees may allow people who are not members of the organization to perform incidental functions, which we will not consider "management or operation" under RCW 9.46.120. These incidental functions include:

- (a) Serving food and drink to participants in the FRE; or
- (b) Parking cars; or
- (c) Maintaining general crowd control and order at the FRE; or

(d) Detecting people cheating, as long as that employee is a commissioned law enforcement officer with the power to make arrests in the jurisdiction in which the FRE is being held or is the employee of a commercial securities service firm licensed to provide these services by the city, town, or county in which the FRE is being conducted; or

(e) Providing janitorial functions; or

(f) Supervising these people, as long as the licensee does not pay these employees more than the local prevailing level of payment for supervising at events other than FREs.

(2) Licensees may also furnish food and nonalcoholic beverages to full and regular members who volunteer as long as the food or drink does not exceed twenty dollars per volunteer per FRE.

(3) If a licensee's employee is also a full and regular member of the organization or its auxiliary and is not scheduled for assigned employee duties at the time of the FRE, the employee may assist in the FRE.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-070, filed 10/27/06, effective 1/1/08.]

**WAC 230-09-075 Workers must wear name tags.** All fund-raising event workers must wear a name tag at all times. Name tags must include at least the member's first initial and last name or first name and first initial of the last name and the name of the organization.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-075, filed 10/27/06, effective 1/1/08.]

## PREMISES AND EQUIPMENT FOR FUND-RAISING EVENTS

**WAC 230-09-080 Holding fund-raising events on commercial business premises.** (1) Licensees may operate FREs on commercial business premises only if:

(a) The commercial business is closed to the public at all times during which the licensee conducts the FRE; or

(2007 Ed.)

(b) The portion of the business premises in which the licensee conducts the FRE is separate and apart from the portion used by the commercial business. In this rule, "separate and apart" means having a permanent or temporary partition. The partition must:

(i) Have not more than two designated openings to limit pedestrian flow; and

(ii) Provide a solid, distinct separation between the portion of the premises where the licensee conducts the FRE and the portion of the premises the commercial business uses.

(2) Licensees must not conduct an FRE on or within a commercial business premises while any other organization is conducting an FRE on or within the same commercial business premises.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-080, filed 10/27/06, effective 1/1/08.]

**WAC 230-09-085 Commercial business must not participate in fund-raising events.** (1) Licensees must ensure the owners, managers, or employees of the commercial business premises used for the FRE do not participate in the operation of any of the FRE activities.

(2) Licensees must not hold an FRE on the premises of a commercial business if any of the licensee's officers are owners, managers, or employees of the commercial business.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-085, filed 10/27/06, effective 1/1/08.]

**WAC 230-09-090 Control of premises.** Licensees must have, and exercise, complete control over the portion of the premises where the FRE takes place at all times they conduct the FRE. However, if the sale, service, or consumption of liquor is permitted in that portion of the premises, the liquor licensee or permittee must be responsible for compliance with liquor laws and regulations.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-090, filed 10/27/06, effective 1/1/08.]

**WAC 230-09-095 Using, leasing, or renting equipment.** (1) FRE licensees must purchase, lease, or rent gambling equipment only from a licensed distributor or another FRE licensee.

(2) FRE licensees may sell their equipment to other FRE licensees or distributors.

(3) FRE licensees may loan or rent their own equipment for up to four events per year without obtaining an FRE equipment distributor license if:

(a) The FREs take place within the twelve calendar month period following the licensee's last FRE; and

(b) The licensee ensures their equipment is only used in FREs or other authorized activities, such as bingo.

(4) FRE equipment distributor licensees must sell, rent, or lease gambling equipment, premises, or services for use in an FRE on commercially reasonable terms.

(5) Licensees must make all rentals at a lump sum or hourly rate and rentals must not be based on a percentage of the income or profit from the FRE.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-095, filed 10/27/06, effective 1/1/08.]

## GAMBLING ACTIVITIES AUTHORIZED AT FUND-RAISING EVENTS

**WAC 230-09-100 Pull-tabs authorized.** Licensees must operate pull-tabs solely under their FRE license, not under a separate pull-tab license. If licensees sell pull-tabs, they must:

(1) Purchase the pull-tabs for specific use at FREs and record the identification and inspection services stamps on the form we provide; and

(2) Mix the pull-tabs and sell them out of a clear container. Licensees must not use a coin-operated dispensing device; and

(3) Use the manufacturer's set price for each specific series; and

(4) Have no more than three pull-tab series out for play at one time; and

(5) Sell all pull-tabs from a booth or similar confined area which prohibits public access to the pull-tabs; and

(6) Treat each pull-tab series as a separately numbered gambling station. Each series must have a separate corresponding lock box, money paddle, and chip tray for making change and payment of prizes. The attendant(s) on duty must immediately place all currency, coins, or chips used to purchase pull-tabs in the corresponding lock box. All change given back to players must be in the form of chips or coins from the chip tray; and

(7) Deface all winning pull-tabs when they are cashed in and put them in the corresponding lock box; and

(8) Pay winning pull-tabs in chips and coins only, or players may cash in winning pull-tabs for additional pull-tabs only from the same series; and

(9) Comply with all other rules and laws for pull-tabs in Title 230 WAC and chapter 9.46 RCW.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-100, filed 10/27/06, effective 1/1/08.]

### WAC 230-09-105 Processing pull-tabs after play.

When attendants remove a series from play, a runner must take the series, including the flare, the corresponding lock box, and chip tray to the count room.

(1) Cashiers must immediately record all gross gambling receipts collected, prizes paid, and tabs sold and write the totals on the pull-tab accounting report we furnish according to the instructions attached; and

(2) After completing the count, cashiers must package or band winning pull-tabs separately and place them with the unused portion of that particular series in the original shipping container. The licensee must retain the used series for one year; and

(3) At the completion of the FRE, licensees must:

(a) Take all series still out for play to the count room and follow count room procedures; and

(b) Return all unopened pull-tab series to the licensed distributor who sold the series for a full refund. Licensees must not sell or operate the unopened series under their separate pull-tab license.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-105, filed 10/27/06, effective 1/1/08.]

**WAC 230-09-110 Punch boards not authorized.** Fund-raising event licensees must not operate punch boards as part of the FRE.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-110, filed 10/27/06, effective 1/1/08.]

**WAC 230-09-115 Bingo authorized.** Licensees must operate bingo solely under their FRE license, not under a separate bingo license. If licensees operate bingo, they must:

(1) Count income from bingo against the maximum net receipts authorized for FREs; and

(2) Comply with all of our rules for Class A, B, and C bingo.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-115, filed 10/27/06, effective 1/1/08.]

**WAC 230-09-120 Disposable bingo cards.** (1) Licensees that have a separate bingo license and use disposable bingo cards at the FRE must follow the inventory control procedures for disposable cards in the bingo rules chapter.

(2) Licensees that do not have a separate bingo license must keep all unused disposable cards or packets as part of the FRE record. Licensees may return unused cards or packets to the distributor if there are no breaks in the consecutive card/audit numbers. Licensees must receive documentation from the distributor of the total number of cards or packets returned and the beginning and ending card/audit numbers.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-120, filed 10/27/06, effective 1/1/08.]

**WAC 230-09-125 Raffles authorized.** (1) Licensees may operate raffles at FREs in one of two ways:

(a) **Solely under their fund-raising event license.** Licensees must conduct all aspects of the raffle during the FRE. Income from this raffle counts toward the FRE limits; or

(b) **Under a separate raffle license.** Licensees must sell all tickets for the raffle and deposit all tickets in the drawing receptacle before the FRE and hold the raffle drawing at the FRE. Income from this raffle counts toward the limits of the licensee's raffle class.

(2) For raffles conducted under an FRE license, licensees must:

(a) Not sell single FRE raffle tickets for more than twenty-five dollars per ticket; and

(b) Not require a person to buy more than one ticket; and

(c) Use consecutively numbered tickets; and

(d) Ensure that each ticket has a separate and equal chance to win; and

(e) Randomly draw the winning ticket; and

(f) Operate and account for raffles as independent gambling stations at the FRE; and

(g) Maintain records to verify gross sales of tickets; and

(h) Report all FRE raffle income, prizes awarded, and other expenses and these amounts count toward the maximum net receipts authorized for FREs.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-125, filed 10/27/06, effective 1/1/08.]

**WAC 230-09-130 Blackjack or "21" authorized.** Licensees may operate blackjack or "21" at licensed FREs according to the following requirements:

(1) Dealers must deal all cards from a dealing shoe. The deal must begin with a shoe containing at least four full decks of cards and proceed until the cards are reshuffled, withdrawn for examination, or replaced. The shoe must then be refilled with at least four decks of cards and the process repeated; and

(2) Dealers must deal cards to the players face up on the table; and

(3) Players must not pick up, shuffle, or cut the cards; and

(4) Licensees must use only standard size playing cards; and

(5) Dealers may shuffle the cards using a device, apparatus, or mechanism.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-130, filed 10/27/06, effective 1/1/08.]

#### **WAC 230-09-131 Poker tournaments authorized.**

Licensees may operate poker tournaments at fund-raising events. Licensees must:

(1) Adopt and prominently post tournament rules; and

(2) Count all money paid to enter a tournament or purchase chips as a wager when determining their ten thousand dollar net receipts limits; and

(3) Not allow chips used in poker tournaments to have a monetary value; and

(4) Allow chips to be redeemed for merchandise prizes only; and

(5) Maintain a record of all prizes awarded, including, at least:

(a) The amount paid for each prize; and

(b) For donated prizes, the name of the donor and a description of the prize(s) donated; and

(c) The name and complete address of each winner.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-131, filed 10/27/06, effective 1/1/08.]

### **JOINT FUND-RAISING EVENTS**

**WAC 230-09-135 Joining together with other licensees to conduct a fund-raising event.** FRE licensees may jointly conduct an FRE if they:

(1) Do not exceed their individual FRE limit for the calendar year or a single event; and

(2) Prepare a list of all persons from their organizations participating in the management or operation of the FRE. The list must be available on the premises of the FRE and contain, at a minimum, the name, address, telephone number, and a brief statement signed by the chief executive officer certifying that each member listed is a full and regular member of the organization; and

(3) Keep records which clearly disclose the amount of money received and spent in connection with the joint FRE.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-135, filed 10/27/06, effective 1/1/08.]

#### **WAC 230-09-140 Lead organization responsibilities.**

The lead organization must:

(1) Be responsible for the central accounting system; and

(2) Comply with all recordkeeping and reporting rules; and

(3) Deposit the ending cash on hand; and

(2007 Ed.)

(4) Prepare and submit a fund-raising event report; and  
(5) Disburse all funds due to any participating organizations by check within thirty days following the event.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-140, filed 10/27/06, effective 1/1/08.]

### **LIMITED FUND-RAISING EVENTS**

**WAC 230-09-145 Limited fund-raising event defined.** A limited FRE means:

(1) Only members and guests of the organization may participate in a limited FRE. A limited FRE is not open to the public; and

(2) Only merchandise prizes, not cash, are awarded; and

(3) The organization may hire a licensed FRE equipment distributor to provide the equipment and staff to operate gambling stations; and

(4) The organization may deduct the cost of equipment rental and services when calculating the FRE net receipts limits.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-145, filed 10/27/06, effective 1/1/08.]

**WAC 230-09-150 Operating a limited fund-raising event.** (1) Licensees must:

(a) Require participants to purchase scrip with cash; and

(b) Exchange scrip at gambling stations for chips; and

(c) Allow only full and regular members to make cash transactions for scrip and maintain records during the FRE; and

(d) Disclose the prizes offered. The costs of prizes must not exceed fair market value. The organization may advertise the prize to the participants at the retail value; and

(e) Prevent the cost of all prizes from exceeding ten percent of the gross revenue of the event; and

(f) Comply with all other FRE rules.

(2) Licensees may allow unlimited wagering when using scrip and poker tournament chips.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-150, filed 10/27/06, effective 1/1/08.]

**WAC 230-09-155 Recordkeeping at limited fund-raising events.** Limited FREs licensees must comply with WAC 230-06-070. In order to show compliance with FRE limits, licensees also must provide details regarding how much of the admission fees from the limited FRE they allocate to gambling scrip and how much they allocate to other activities, such as meals and entertainment.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-155, filed 10/27/06, effective 1/1/08.]

**WAC 230-09-160 Fund-raising event distributor rules at limited fund-raising events.** (1) The FRE equipment distributor must not share in any way in the proceeds of the FRE.

(2) Employees of the FRE equipment distributor must:

(a) Wear a name tag with, at a minimum, their first name and the full name of the distributor; and

(b) Not handle cash transactions; and

(c) Not allow participants to purchase chips with cash.

[Title 230 WAC—p. 83]

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-160, filed 10/27/06, effective 1/1/08.]

**WAC 230-09-165 Restrictions on gambling activities at limited fund-raising events.** (1) Licensees must not sell pull-tabs at limited FREs.

(2) Licensees may operate poker tournaments. Tournament rules must be established and prominently posted.

(3) Licensees must ensure that participants play only for merchandise prizes.

(4) Licensees may allow participants to exchange chips or scrip for raffle tickets at the end of a limited FRE to determine who will win merchandise prizes.

(5) Licensees may only sell bingo cards to participants in exchange for scrip.

[Statutory Authority: RCW 9.46.070. 06-22-051 (Order 604), § 230-09-165, filed 10/27/06, effective 1/1/08.]

## Chapter 230-11 WAC RAFFLES

### WAC

#### CONDUCTING A RAFFLE

230-11-001	"Licensees," "licensee," "organizations," and "organization" defined.
230-11-005	Display the raffle license.
230-11-006	Requiring raffle ticket purchase for membership prohibited.
230-11-010	Number tickets consecutively.
230-11-012	Licensees may conduct a joint raffle.

#### SELLING TICKETS

230-11-014	Maximum raffle ticket price.
230-11-015	Provide rules to participants.
230-11-020	Record information on ticket stub.
230-11-025	Bundling and selling tickets at a discount.
230-11-030	Restrictions on ticket sales.
230-11-035	Incentives for selling tickets.

#### DRAWING TICKETS

230-11-040	Place ticket stubs in receptacle for drawing.
230-11-045	Draw winning tickets randomly.
230-11-050	Using alternative drawing formats.
230-11-055	Authorized alternative drawing formats.
230-11-060	Using a second element of chance in alternative drawing format raffles.

#### PRIZES

230-11-065	Own prizes for raffles before drawing date.
------------	---

#### CONDUCTING A MEMBERS-ONLY RAFFLE

230-11-070	Defining "members-only" raffles.
230-11-075	Limit number of guests for members-only raffles.
230-11-080	Post rules of play for members-only raffles.
230-11-085	Modified and discounted pricing plans for tickets for members-only raffles.
230-11-086	Discounted pricing plans for tickets to members-only raffles.
230-11-087	Other pricing plans for members-only raffles.
230-11-090	Authorized alternative drawing formats for members-only raffles.

#### RECORDKEEPING FOR RAFFLES

230-11-095	Recordkeeping requirements for Class A through D licensees and unlicensed raffles.
230-11-100	Recordkeeping requirements for Class E and F licensees and raffles using alternative drawing formats.
230-11-105	Retain and store raffle records.

## CONDUCTING A RAFFLE

**WAC 230-11-001 "Licensees," "licensee," "organizations," and "organization" defined.** (1) In this chapter, "licensee" and "licensees" means those charitable or non-profit organizations which we require to be licensed to conduct raffles.

(2) "Organization" and "organizations" means all bona fide charitable or nonprofit organizations conducting unlicensed raffles authorized by chapter 9.46 RCW, including those authorized by RCW 9.46.0315 and 9.46.0321.

[Statutory Authority: RCW 9.46.070. 06-20-040 (Order 602), § 230-11-001, filed 9/26/06, effective 1/1/08.]

**WAC 230-11-005 Display the raffle license.** Licensees conducting a raffle must prominently display the raffle license or a copy of the license at the site and time of the drawing.

[Statutory Authority: RCW 9.46.070. 06-20-040 (Order 602), § 230-11-005, filed 9/26/06, effective 1/1/08.]

**WAC 230-11-006 Requiring raffle ticket purchase for membership prohibited.** Organizations must not require a person to buy a raffle ticket or pay to participate in any gambling activities in order to become a member of the organization.

[Statutory Authority: RCW 9.46.070. 06-20-040 (Order 602), § 230-11-006, filed 9/26/06, effective 1/1/08.]

**WAC 230-11-010 Number tickets consecutively.** All raffle tickets must:

(1) Be consecutively numbered; or

(2) Be printed with letters or symbols which do not repeat within the population of all tickets sold for a particular raffle.

[Statutory Authority: RCW 9.46.070. 06-20-040 (Order 602), § 230-11-010, filed 9/26/06, effective 1/1/08.]

**WAC 230-11-012 Licensees may conduct a joint raffle.** Raffle licensees may jointly conduct a raffle if:

(1) Licensees maintain in writing the method by which the income, expenditures for prizes, and all other expenses, received and expended in connection with the raffle will be divided among them; and

(2) One licensee sets up a separate bank account into which all of the proceeds from the raffle are deposited and from which all of the expenses in connection with the raffle, including but not limited to, all payments for prizes, are made; and

(3) Participating licensees keep records which clearly disclose the amount of money received or each licensee expends in connection with the raffle and the purpose(s) for which the money was spent; and

(4) Licensees count all gross receipts that each participating licensee received toward their gross receipts limit.

[Statutory Authority: RCW 9.46.070. 06-20-040 (Order 602), § 230-11-012, filed 9/26/06, effective 1/1/08.]

## SELLING TICKETS

**WAC 230-11-014 Maximum raffle ticket price.** Raffle tickets must not be sold for more than twenty-five dollars each.

[Statutory Authority: RCW 9.46.070. 06-20-040 (Order 602), § 230-11-014, filed 9/26/06, effective 1/1/08.]

**WAC 230-11-015 Provide rules to participants.** At the time of purchase, organizations must inform all participants by either printing on the participant's portion of the ticket or otherwise providing to each participant, in writing, the following:

- (1) All rules by which prizes may be won in the raffle; and
- (2) The cost of each ticket; and
- (3) All prizes available, whether cash or merchandise; and
- (4) Date, time, and location of drawing; and
- (5) Whether a participant is required to be present at the raffle drawing in order to be eligible to win a prize; and
- (6) Name of the organization conducting the raffle.

[Statutory Authority: RCW 9.46.070. 06-20-040 (Order 602), § 230-11-015, filed 9/26/06, effective 1/1/08.]

**WAC 230-11-020 Record information on ticket stub.** If an organization sells raffle tickets to the general public or conducts raffles that do not require the winner to be present at the drawing, the organization must include a stub or other detachable section bearing a number, letter, or symbol matching the number, letter, or symbol on the ticket or object representing the player's ticket. The organization's portion must include the participant's name, complete address, telephone number, and other information necessary to notify the winner.

[Statutory Authority: RCW 9.46.070. 06-20-040 (Order 602), § 230-11-020, filed 9/26/06, effective 1/1/08.]

**WAC 230-11-025 Bundling and selling tickets at a discount.** (1) Licensees may put tickets together in a bundle and sell them at a discount if they:

- (a) Create the discount plan before selling any raffle tickets; and
- (b) Do not change the discount plan during the raffle; and
- (c) Make single nondiscounted tickets available to all participants; and
- (d) Use only one discount plan for each raffle; and
- (2) Booklets of bundled discounted tickets must contain the number of tickets named in the discount plan; and
- (3) Licensees must not remove tickets from a booklet to sell them individually; and
- (4) Each booklet of bundled tickets must have the following information printed on the cover:
  - (a) A description of the discount plan; and
  - (b) The number of tickets in the booklet; and
  - (c) The total cost of the booklet; and
  - (d) A consecutive number; and

(2007 Ed.)

(5) Licensees must establish controls and accounting procedures necessary to determine gross gambling receipts from ticket sales.

[Statutory Authority: RCW 9.46.070. 06-20-040 (Order 602), § 230-11-025, filed 9/26/06, effective 1/1/08.]

**WAC 230-11-030 Restrictions on ticket sales.** (1) Only members of the organization or volunteers under the supervision of a member may sell tickets; and

(2) Organizations must sell tickets for a particular raffle for the same price unless offering an authorized discount plan; and

- (3) Organizations must not:
  - (a) Sell raffle tickets via the internet; or
  - (b) Require anyone to purchase more than one raffle ticket; or
  - (c) Give away raffle tickets; or
  - (d) Give an opportunity to participate in a raffle drawing to a person who has not purchased a ticket.

[Statutory Authority: RCW 9.46.070. 06-20-040 (Order 602), § 230-11-030, filed 9/26/06, effective 1/1/08.]

**WAC 230-11-035 Incentives for selling tickets.** (1) Organizations must not pay members or volunteers for selling tickets or managing or operating a raffle, unless the person is a full-time or part-time employee of the organization with duties other than selling tickets or managing or operating raffles.

(2) Licensees may provide members or volunteers with noncash incentives for selling tickets if the licensee:

- (a) Bases the incentives on the number of tickets sold; and
- (b) Gives incentives that do not exceed five percent of the gross gambling receipts of the raffle; and
- (c) Maintains a record of the name, address, and telephone number of all persons receiving incentives.

[Statutory Authority: RCW 9.46.070. 06-20-040 (Order 602), § 230-11-035, filed 9/26/06, effective 1/1/08.]

## DRAWING TICKETS

**WAC 230-11-040 Place ticket stubs in receptacle for drawing.** Each person who sells a raffle ticket must give the organization all ticket stubs or other detachable sections of all tickets sold. The organization must place each stub or other detachable section of each ticket sold into a receptacle from which the organization will draw the winning tickets unless they use one of the authorized alternative drawing formats.

[Statutory Authority: RCW 9.46.070. 06-20-040 (Order 602), § 230-11-040, filed 9/26/06, effective 1/1/08.]

**WAC 230-11-045 Draw winning tickets randomly.** A "drawing" means a random selection process for determining winners in a raffle. To be random, each ticket in the drawing must have an equal and fair chance of being drawn as a winner. Organizations must design the ticket drawing receptacle so that each ticket has an equal opportunity to be drawn.

[Statutory Authority: RCW 9.46.070. 06-20-040 (Order 602), § 230-11-045, filed 9/26/06, effective 1/1/08.]

**WAC 230-11-050 Using alternative drawing formats.**

Licensees may use alternative drawing formats that randomly determine winners if licensees:

- (1) Fully disclose to each player the random selection process used in the alternative drawing format before selling tickets; and
- (2) Maintain a copy of the disclosure with the permanent raffle records; and
- (3) Use controls and accounting procedures that:
  - (a) Provide the ability to audit gross gambling receipts from ticket sales; and
  - (b) Have sufficient controls to prevent manipulation of the random selection process; and
  - (c) Document the random selection process.

[Statutory Authority: RCW 9.46.070. 06-20-040 (Order 602), § 230-11-050, filed 9/26/06, effective 1/1/08.]

**WAC 230-11-055 Authorized alternative drawing formats.** Licensees may use the following types of alternative drawing formats or similar random selection processes:  
*Mock races.*

(1) The licensee sells participants consecutively numbered tickets that identify a specific corresponding numbered mock animal(s), ball(s), or other similar object(s) that can use natural elements to move the objects (water, gravity, wind) in a race. All objects must be identical in weight, size, and shape, to have an equal opportunity to win. The licensee must release all objects simultaneously at a start line. The first numbered object to cross the finish line wins.

*Poker runs.*

(2) The licensee sells participants consecutively numbered tickets or poker tally sheets to participants. Participants travel a predetermined course with predetermined drawing stations (typically five drawing stations). At each drawing station, participants draw one playing card for each ticket purchased. Station attendants must verify the card drawn and record the card value on the poker ticket tally sheet. After all participants have completed the course, the participant with the best recorded poker hand wins.

*Ball drops.*

(3) The licensee sells participants consecutively numbered tickets that identify a specific corresponding numbered ball. All balls must be equal in size, weight, and shape, to have an equal opportunity to win. The licensee suspends all purchased numbered balls in the air and simultaneously releases them over a target zone. The ball, closest or first, to hit the predetermined target wins.

*Animal plops.*

(4) The licensee sells participants consecutively numbered tickets that identify a specific corresponding square on a numbered grid. The licensee releases the animal into the grid area until the animal has completed its plop. The numbered square containing the plop wins.

*Multiple stage drawings.*

(5) The licensee sells participants consecutively numbered tickets. The licensee uses multiple drawing phases to eliminate participants until the licensee declares the remaining ticket holder(s) the winner(s). The licensee may use second element of chance plans as long as the plans meet the criteria set out in WAC 230-11-060.

*Bucket raffles.*

(6) The licensee sells participants consecutively numbered tickets. Participants place their tickets into any number of separate buckets or other receptacles for separate prizes. We consider the multiple drawings one single raffle. If licensees use different tickets for each receptacle, we consider each drawing an individual raffle.

*Calendar raffles.*

(7) The licensee sells participants consecutively numbered calendars with removable stubs. The licensee places all sold calendar stubs into the drawing receptacle. On predetermined dates identified on the calendar, the licensee conducts drawings. The licensee places all winning stubs back into the drawing receptacle for future drawings.

[Statutory Authority: RCW 9.46.070. 06-20-040 (Order 602), § 230-11-055, filed 9/26/06, effective 1/1/08.]

**WAC 230-11-060 Using a second element of chance in alternative drawing format raffles.** Licensees may use second elements of chance in alternative drawing format raffles to:

(1) Determine the final prize winner. For example: Ten finalists are drawn and each finalist chooses a key. The finalist with the key that starts the vehicle wins; or

(2) Determine which prize is awarded among a group of prizes. For example: Each winner selects one of three keys and each wins the contents of the safe which the key unlocks; or

(3) Increase the prize award. For example: The winning ticket matches a predetermined sequence of numbers and wins an additional prize.

[Statutory Authority: RCW 9.46.070. 06-20-040 (Order 602), § 230-11-060, filed 9/26/06, effective 1/1/08.]

## PRIZES

**WAC 230-11-065 Own prizes for raffles before drawing date.** (1) Organizations must own the prizes offered to winners before the date of the drawing. However, if the winner has an option to receive a cash prize instead of the merchandise, the organization may enter into a contract to purchase the merchandise prize after the winner chooses his or her option. The organization must have the funds to make the purchase on account before the date of the drawing.

(2) At the time and date of any raffle drawing, the organization must have on deposit an unencumbered amount of money that is equal to or greater than all cash prizes being offered in the raffle. The organization must have these funds deposited in the gambling receipts account, if required, or in a recognized Washington state depository authorized to receive funds. The organization must not reduce the balance of funds available from this account below the required amount before awarding the prize(s).

(3) Raffle prizes must:

(a) Be available at the time and place of the drawing; and  
(b) If cash, be United States currency or an equivalent amount of negotiable instruments; and

(c) For licensees, not exceed forty thousand dollars per prize or eighty thousand dollars in total raffle prizes in a license year. The commissioners may vote to permit licensees to exceed these limits on specific occasions if the licensees show good cause in writing.

[Statutory Authority: RCW 9.46.070. 06-20-040 (Order 602), § 230-11-065, filed 9/26/06, effective 1/1/08.]

### CONDUCTING A MEMBERS-ONLY RAFFLE

#### WAC 230-11-070 Defining "members-only" raffles.

A "members-only raffle" means a raffle where the organization sells tickets only to full and regular members and a limited number of guests. All aspects of the raffle must take place during the same event at the same location. Winners must be determined from among those members and guests that have purchased tickets.

[Statutory Authority: RCW 9.46.070. 06-20-040 (Order 602), § 230-11-070, filed 9/26/06, effective 1/1/08.]

**WAC 230-11-075 Limit number of guests for members-only raffles.** The total number of guests participating in a raffle must not exceed twenty-five percent of the total attendance of the meeting. The organization must maintain records to show compliance with this requirement.

[Statutory Authority: RCW 9.46.070. 06-20-040 (Order 602), § 230-11-075, filed 9/26/06, effective 1/1/08.]

**WAC 230-11-080 Post rules of play for members-only raffles.** Organizations must post a sign at each point where they sell tickets to provide participants with all rules of play or print the required disclosures on the raffle ticket.

[Statutory Authority: RCW 9.46.070. 06-20-040 (Order 602), § 230-11-080, filed 9/26/06, effective 1/1/08.]

**WAC 230-11-085 Modified and discounted pricing plans for tickets for members-only raffles.** (1) Licensees may use modified ticket pricing plans at members-only raffles when gross revenues do not exceed five thousand five dollars. One type of modified pricing plan is a penny raffle. A penny raffle is a raffle where licensees sell five hundred consecutively numbered tickets. Participants randomly choose tickets and pay the consecutive number of the ticket multiplied by a predetermined cost, for instance, one penny.

(2) In modified pricing plans, licensees may sell tickets to enter a raffle for different values, not to exceed ten dollars for a single ticket, if the licensee:

(a) Tells the players the pricing plan before selling them a ticket to participate. The licensee must tell the player the total number of tickets in the population available and the number of tickets at each price level; and

(b) Allows participants to randomly select their ticket from the population of remaining tickets and pay the amount printed on the ticket they select; and

(c) Establishes records for an adequate audit trail to determine gross gambling receipts; and

(d) Holds no more than two such drawings during a meeting or event; and

(e) Sells multiple tickets to enter one or more drawings as a package and the total price of the package must not exceed twenty-five dollars.

[Statutory Authority: RCW 9.46.070. 06-20-040 (Order 602), § 230-11-085, filed 9/26/06, effective 1/1/08.]

**WAC 230-11-086 Discounted pricing plans for tickets to members-only raffles.** In discounted pricing plans,

(2007 Ed.)

licensees may sell tickets for a discounted price based on the number of tickets a player purchases if:

(1) The amount of the discount is set before any raffle tickets are sold; and

(2) Participants are allowed to purchase a single ticket; and

(3) There is only one discount plan for each raffle; and

(4) The cost of a single ticket, without a discount, does not exceed ten dollars; and

(5) The total cost of a discount package does not exceed twenty-five dollars; and

(6) The cost of a single ticket is printed on each ticket (for example, one dollar each); and

(7) The discounted tickets are identified by a unique ticket audit numbering system; and

(8) The licensee establishes an audit system that includes internal controls and procedures to determine gross gambling receipts from the sale of tickets using a discounted pricing plan.

[Statutory Authority: RCW 9.46.070. 06-20-040 (Order 602), § 230-11-086, filed 9/26/06, effective 1/1/08.]

**WAC 230-11-087 Other pricing plans for members-only raffles.** (1) Licensees may sell multiple tickets to enter one or more drawings as a package if the total price of the package does not exceed twenty-five dollars.

(2) Licensees may include tickets to enter a raffle as a part of a package that includes dues, entertainment, or other fund-raising activities if:

(a) The package discloses the value of each component of the package to the purchaser; and

(b) The value of each individual raffle ticket does not exceed twenty-five dollars.

[Statutory Authority: RCW 9.46.070. 06-20-040 (Order 602), § 230-11-087, filed 9/26/06, effective 1/1/08.]

**WAC 230-11-090 Authorized alternative drawing formats for members-only raffles.** Licensees may use alternative drawing formats set forth in WAC 230-11-055 for members-only raffles as long as the licensee meets all requirements set out in that rule. Licensees also may use the following alternative drawing formats or similar random selection processes for members-only raffles:

*Mock animal races.*

(1) The licensee sells participants consecutively numbered tickets to wager on a specific mock animal in a field of mock animal racers, typically five to ten racers. The mock animals race in individual lanes divided into equal spaces or squares; for example, bingo boards are sometimes used as race lanes. Animals move forward based on the numbers rolled on dice or balls drawn from a set of bingo balls. The first mock animal to cross the finish line is the winner. All winning ticket holders split the prize pool or the licensee may hold a drawing of winning tickets to determine a single winner.

*Video races.*

(2) The licensee sells participants consecutively numbered tickets/race forms to wager on the outcome of an unknown videotaped race, typically horse races. The previously taped races must be obtained from an outside source and participants must have no knowledge of the specific race

outcome before conducting the video race drawing. Participants wager on the specific racers, identified by numbers, or a specific race lane. All participants holding a winning race number ticket or winning lane number ticket are the winners. All winning ticket holders split the prize pool or the licensee may hold a drawing of winning tickets to determine a single winner.

*Paddle wheel raffles.*

(3) The licensee sells participants numbered paddles or numbered tickets that correspond to numbered spaces on a balanced, spinning wheel. The licensee spins the wheel at least one full revolution. The ticket that matches the number that the wheel stops on is the winning ticket.

*Card deck raffle.*

(4) The licensee sells participants a single playing card or similar object. The card is then torn or cut in half and one half is placed in the drawing receptacle. The participant holds the other half until the drawing takes place. The holder of the matching half to that drawn is the winner.

[Statutory Authority: RCW 9.46.070. 06-20-040 (Order 602), § 230-11-090, filed 9/26/06, effective 1/1/08.]

## RECORDKEEPING FOR RAFFLES

**WAC 230-11-095 Recordkeeping requirements for Class A through D licensees and unlicensed raffles.** Class A through D licensed raffles and unlicensed raffles under the authority of RCW 9.46.0315 or 9.46.0321 must keep a record by month of the following:

- (1) Gross receipts; and
- (2) Prizes paid; and
- (3) Net income; and
- (4) Documentation of expenses; and
- (5) Documentation of how the proceeds were used.

[Statutory Authority: RCW 9.46.070. 06-20-040 (Order 602), § 230-11-095, filed 9/26/06, effective 1/1/08.]

**WAC 230-11-100 Recordkeeping requirements for Class E and F licensees and raffles using alternative drawing formats.** Licensees conducting Class E or Class F raffles or conducting raffles using alternative drawing formats must prepare a detailed record for each raffle they conduct. Licensees must:

- (1) Record all data required in the standard format we provide; and
- (2) Maintain the following:
  - (a) Validated deposit receipts for each deposit of raffle proceeds; and
  - (b) All winning tickets; and
  - (c) Name, address, and telephone number of all winners of a prize with a fair market value of more than fifty dollars; and
  - (d) All ticket stubs for raffles that participants are not required to be present at the drawing; and
  - (e) All unsold tickets for individual raffles for which gross gambling receipts exceed five thousand dollars; and
  - (f) Invoices and other documentation recording the purchase or receipt of prizes; and
  - (g) Invoices and other documentation recording the purchase of tickets and other expenses of the raffle; and

[Title 230 WAC—p. 88]

(3) Complete all records no later than thirty days following the drawing.

[Statutory Authority: RCW 9.46.070. 06-20-040 (Order 602), § 230-11-100, filed 9/26/06, effective 1/1/08.]

**WAC 230-11-105 Retain and store raffle records.** (1) Records for unlicensed raffles must be kept for one year following the date of the raffle drawing.

(2) Records for licensed raffles must be kept for three years from the end of the licensees' fiscal year in which the raffle was completed.

(3) Organizations must keep all records at the main administrative or business office of all organizations that are located in Washington and have the records available for our review or audit.

(4) Organizations that do not have an administrative or business office must have and designate a records custodian that resides in Washington.

(5) We may allow an organization to maintain records outside the state of Washington if the organization submits a written request. We may withdraw this permission at any time.

[Statutory Authority: RCW 9.46.070. 06-20-040 (Order 602), § 230-11-105, filed 9/26/06, effective 1/1/08.]

## Chapter 230-12 WAC

### RULES OF GENERAL APPLICABILITY

#### WAC

230-12-005	Effective dates for commission rule making orders.
230-12-010	Inspection of premises, records and devices.
230-12-020	Gambling receipts deposit required by all bona fide charitable and nonprofit organizations—Exemptions.
230-12-027	Age limit to participate in gambling activities—Bingo advertisements directed to minors.
230-12-030	No beer, wine or spirits as prizes.
230-12-040	No firearms as prizes—Exceptions.
230-12-045	Gambling promotions.
230-12-050	Extension of credit, loans, or gifts prohibited—Limited exception.
230-12-053	Acceptance of checks—Requirements.
230-12-070	Conduct of gambling activity.
230-12-074	Sales on licensed premises only—Exceptions.
230-12-076	Regulation of charitable and nonprofit organizations—Assignment to regulatory groups.
230-12-078	Bona fide charitable or nonprofit organizations—Responsibilities—Independent management control structure required.
230-12-079	Duties and responsibilities of a charitable or nonprofit gambling manager.
230-12-080	Licensee to maintain copy of commission's rules on premises.
230-12-090	Problem gambling and caution disclosure—Advertisements and posting signs.
230-12-210	Prices charged by manufacturers, distributors and operators for goods and services not to be fixed by agreement.
230-12-223	Prohibited practices—Leases and compensation.
230-12-225	Repair or service not to be conditioned upon exclusive supply arrangement.
230-12-230	Agreements restricting freedom to buy and sell—Prohibited.
230-12-250	No division of territories allowed.
230-12-280	Suspension of licenses, certificates, and permits for various purposes for premises upon which violations occur.
230-12-300	Resident agent to be appointed by out-of-state licensees.
230-12-305	Licensee required to submit updated documents or information.
230-12-310	Licensees to report to the commission civil, criminal and administrative actions filed against them.
230-12-315	Request for review services—Fees.

(2007 Ed.)



- 230-12-316 Electronic or mechanical equipment review.  
 230-12-335 Control of gambling equipment—Sales and purchases by and to licensees only—Authorized transfers of gambling equipment.  
 230-12-337 Manufacturers and distributors transporting and displaying gambling devices—Trade shows and conventions.  
 230-12-900 Deputy director.

**DISPOSITION OF SECTIONS FORMERLY  
 CODIFIED IN THIS CHAPTER**

- 230-12-060 Charitable or nonprofit—Bingo—Special review. [Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20), 89-09-047 (Order 190), § 230-12-060, filed 4/18/89, effective 7/1/89.] Repealed by 98-15-073 (Order 358), filed 7/15/98, effective 1/1/99. Statutory Authority: RCW 9.46.070.
- 230-12-072 Player-supported jackpot funds—Deposit requirements. [Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-12-072, filed 4/14/00, effective 5/15/00.] Decodified and amended by 01-13-091 (Order 403), filed 6/19/01, effective 7/20/01. Statutory Authority: RCW 9.46.070. Recodified as WAC 230-40-608.
- 230-12-073 House-banked card games—Prizes—Deposit requirements. [Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-12-073, filed 4/14/00, effective 5/15/00.] Decodified and amended by 01-13-091 (Order 403), filed 6/19/01, effective 7/20/01. Statutory Authority: RCW 9.46.070. Recodified as WAC 230-40-808.
- 230-12-075 Commercial stimulant compliance. [Statutory Authority: Chapter 9.46 RCW. 86-24-025 (Order 163), § 230-12-075, filed 11/24/86.] Repealed by 95-09-061 (Order 267), filed 4/18/95, effective 5/19/95. Statutory Authority: RCW 9.46.070 and 9.46.0217.
- 230-12-200 Prohibited practices—Contracts—Gifts—Rebates, etc. [Order 80, § 230-12-200, filed 12/28/77; Order 5, § 230-12-200, filed 12/19/73.] Repealed by 97-20-026, filed 9/22/97, effective 1/1/98. Statutory Authority: RCW 9.46.070 (14) and (20).
- 230-12-220 Agreement requiring payment by licensee based upon percentage of receipts from authorized activity—Prohibited. [Statutory Authority: RCW 9.46.070 and 9.46.0331. 91-19-093 (Order 227), § 230-12-220, filed 9/18/91, effective 10/19/91; Order 58, § 230-12-220, filed 8/17/76; Order 42, § 230-12-220, filed 9/18/75; Order 18, § 230-12-220, filed 5/21/74.] Repealed by 97-24-031, filed 11/25/97, effective 1/1/98. Statutory Authority: RCW 9.46.070.
- 230-12-320 Manufacture and distribution of gambling equipment and services—Prohibited practices—Gifts, promotional activities, and loans—Exceptions. [Statutory Authority: RCW 9.46.070 (14) and (20). 97-20-026, § 230-12-320, filed 9/22/97, effective 1/1/98.] Repealed by 05-19-019 (Order 451), filed 9/9/05, effective 10/10/05. Statutory Authority: RCW 9.46.070.
- 230-12-330 Availability of gambling equipment and related products and services—Prices—Contracts—Discounts—Restrictions—Exceptions. [Statutory Authority: RCW 9.46.070. 02-10-003 (Order 411), § 230-12-330, filed 4/18/02, effective 7/1/02. Statutory Authority: RCW 9.46.070(11). 98-08-011, § 230-12-330, filed 3/18/98, effective 7/1/98. Statutory Authority: RCW 9.46.070 (14) and (20). 97-20-026, § 230-12-330, filed 9/22/97, effective 1/1/98.] Repealed by 05-19-019 (Order 451), filed 9/9/05, effective 10/10/05. Statutory Authority: RCW 9.46.070.
- 230-12-340 Sale of gambling equipment, devices, supplies, paraphernalia, and related services—Authorized transactions. [Statutory Authority: RCW 9.46.070. 05-19-019 (Order 451), § 230-12-340, filed 9/9/05, effective 10/10/05; 02-10-003 (Order 411), § 230-12-340, filed 4/18/02, effective 7/1/02; 98-21-009 (Order 365), § 230-12-340, filed 10/9/98, effective 1/1/99. Statutory Authority: RCW 9.46.070 (14) and (20). 97-20-026, § 230-12-340, filed 9/22/97, effective 1/1/98.] Repealed by 06-15-098 (Order 459), filed 7/17/06, effective 8/17/06. Statutory Authority: RCW 9.46.070.
- 230-12-345 Leases, rentals, and license agreements—Requirements—Restrictions. [Statutory Authority: RCW 9.46.070. 99-12-082 (Order 372), § 230-12-345, filed 5/28/99, effective 7/1/99.] Repealed by 05-19-019 (Order 451), filed 9/9/05, effective 10/10/05. Statutory Authority: RCW 9.46.070.
- 230-12-350 Use of checks and credit cards to purchase gambling equipment, products, and services—Restrictions. [Statutory Authority: RCW 9.46.070. 05-19-019 (Order 451), § 230-12-350, filed 9/9/05, effective 10/10/05. Statutory Authority: RCW 9.46.070 (14) and (20). 97-20-026, § 230-12-350, filed 9/22/97, effective 1/1/98.] Repealed by 06-15-098 (Order 459), filed 7/17/06, effective 8/17/06. Statutory Authority: RCW 9.46.070.
- 230-12-400 License expiration extension. [Order 5, § 230-12-400, filed 12/19/73.] Repealed by Order 23, filed 9/23/74.

**WAC 230-12-005 Effective dates for commission rule making orders.** Commission rule making orders shall specify effective dates as follows:

- (1) Rule making orders passed during the months of January through June shall be effective during the month of July.
- (2) Rule making orders passed during the months of July through December shall be effective during the month of January.
- (3) The commission may specify earlier or later effective dates for rule making orders and shall specify its reasons for such adoptions as required by RCW 34.05.350 (emergency rule adoptions) and RCW 34.05.380(3) (establishing effective dates earlier than 30 days after filing).

[Statutory Authority: Chapter 34.05 RCW and RCW 9.46.070. 96-17-012 (Order 299), § 230-12-005, filed 8/12/96, effective 1/1/97.]

**WAC 230-12-010 Inspection of premises, records and devices.** All premises licensed, or any premises in any way connected physically or otherwise with a licensed business, including vehicles used in connection therewith, shall at all times be open to inspection by the commission or its authorized representatives.

At any time during which a licensed gambling activity is being operated upon a premises, the commission, and any authorized representative of the commission, may enter upon the premises without advance notice and:

- (1) Make a count of all monies received during the operation of the licensed activity located on the premises, inspect all receipts for income, and for prizes which have been awarded by the licensee.
- (2) Inspect any of the other records of the licensee, or of any member that directly participates in the management, operation or promotion of a licensed activity, or of any employee of the licensee, or of any operator of the licensed activity.
- (3) Inspect, including the dismantling of, all pieces of equipment or parts thereof, or devices of any nature, which are being used to conduct the licensed activity.
- (4) When the commission, or its authorized representative, finds cause to believe that there is a reasonable probability that the provisions of chapter 9.46 RCW, including any amendments thereto, or any of the rules passed by the commission, have been or are being violated by the licensee, or its employees or operators, remove to another location or locations for further inspection and investigation, any and all records and any and all equipment, parts thereof, and devices of any nature located upon the premises related to the operation of the licensed activity, or any other gambling activity: Provided, That records may be removed, for inspection purposes, from the licensee's premises or control in the case of an inadequate working environment.

A receipt shall be issued to the licensee or operator of the activity which shall list and describe each record and each piece of equipment, or part thereof, and device which has been removed from the premises.

Each such record, piece of equipment, part thereof, and device so removed shall be returned to the premises or to the address of the licensee within a reasonable period of time after its removal subsequent to notification of settlement of the case, in as good a condition as it was in when removed, unless the commission or the director determines that the record, equipment or devices so removed are necessary for an ongoing investigation of possible violations of statutes or rules of the commission by the licensee, by employees of the licensee, or by operators of the licensed activity. Copies of retained records and reports will be provided to the licensee upon written request within ten working days after the receipt of the request, unless good cause is shown for an additional extension.

[Statutory Authority: RCW 9.46.140, 94-07-084 (Order 250), § 230-12-010, filed 3/16/94, effective 4/16/94. Statutory Authority: RCW 9.46.070 (8), (11) and (14), 89-15-039 (Order 194), § 230-12-010, filed 7/18/89, effective 8/18/89. Statutory Authority: RCW 9.46.070(8), 9.46.20(14) [9.46.020(14)] and 9.47.130, 81-21-033 (Order 114), § 230-12-010, filed 10/15/81; Order 57, § 230-12-010, filed 7/9/76; Order 42, § 230-12-010, filed 9/18/75; Order 5, § 230-12-010, filed 12/19/73.]

**WAC 230-12-020 Gambling receipts deposit required by all bona fide charitable and nonprofit organizations—Exemptions.** Licensed bona fide charitable or nonprofit organizations shall protect all funds generated from gambling activities and keep such separate and apart from the licensee's general funds. Funds shall be controlled as follows:

(1) Each licensee shall keep a separate account in a recognized Washington state depository for purposes of depositing gambling receipts: Provided, That if such activities are conducted on the United States' portion of the Point Roberts Peninsula, Washington, the deposit may be made in a British Columbia branch of a Canadian bank: Provided further, That the licensee conducting the activities must provide the commission and its Canadian bank a written release for commission staff to have unrestricted access to the licensee's Canadian bank records and the Canadian bank must provide written confirmation of its intent to honor the licensee's release. Licensees are not limited to a single gambling receipts account as long as a minimum of one separate account is maintained;

(2) Only receipts from gambling activities shall be deposited into the gambling receipts account: Provided, That a licensee may deposit receipts from nongambling activities, operated in conjunction with bingo games, into the gambling receipts account if such receipts are supported by detailed receipting records and all other requirements of this section are followed;

(3) No expenditures, other than for prizes, shall be made from the receipts of any licensed gambling activity until such receipts have first been deposited in the gambling receipts account: Provided, That bingo receipts may be withheld from deposits for jar, pig, or other similar special game prizes if:

(i) The total of all such prize funds does not accumulate to exceed two hundred dollars;

(ii) The amount withheld each session is entered in the bingo daily record; and

(iii) A reconciliation of the special game fund is made of the bingo daily record;

(4) All net gambling receipts from the operation of bingo which are being held pending disbursement shall be deposited in the licensee's gambling receipts account not later than the second banking day following receipt thereof;

(5) All net gambling receipts from the operation of card rooms, raffles (Class E and above), and amusement games (Class D and above) shall be deposited in the licensee's gambling receipts account at least once each week;

(6) Funds received from commercial amusement game operators that relate to the operation of amusement games on their premises shall be deposited in the licensee's gambling receipts account no later than the second banking day following receipt;

(7) Net gambling receipts from the operation of each punch board and pull-tab series, including cost recovery for merchandise prizes awarded, shall be deposited in the licensee's gambling receipts account no later than two banking days after a board or series is removed from play. The Washington state identification number assigned to the punch board or pull-tab series and the amount of net gambling receipts shall be recorded on the deposit slip/receipt each time a deposit is made: Provided, That licensees may record the Washington state identification stamp numbers and the net gambling receipts on a separate record if the record is identified with the bank validation number and maintained with the deposit slip/receipt;

(8) All deposits of net gambling receipts from each activity shall be made separately from all other deposits, and the validated deposit receipt shall be kept as a part of the records required by Title 230 WAC. Deposit receipts are a part of the applicable daily or monthly records and shall be available for inspection by commission representatives; and

(9) Bona fide charitable or nonprofit organizations that conduct only one or more of the following activities and do not possess any other licenses issued by the gambling commission are exempt from this rule:

(a) Raffles under the provisions of RCW 9.46.0315;

(b) Bingo, raffles, or amusement games under the provisions of RCW 9.46.0321;

(c) Class A, B, or C bingo game;

(d) Class A, B, C, or D raffle; or

(e) Class A, B or C amusement game.

(10) Bona fide charitable or nonprofit organizations that conduct only fund-raising events or membership raffles and have no other gambling licenses are exempt from having a separate gambling receipts account, but must meet the following conditions of deposit:

(a) No expenditures other than for prizes shall be made until such receipts have first been deposited in the licensee's bank account;

(b) All net gambling receipts shall be deposited within two banking days following receipt thereof; and

(c) The validated deposit receipt shall be kept with the licensee's gambling records.

[Statutory Authority: RCW 9.46.070 (1), (8) and (14), 96-09-073, § 230-12-020, filed 4/16/96, effective 7/1/96. Statutory Authority: RCW 9.46.070 (8), (9), 95-19-069, § 230-12-020, filed 9/18/95, effective 1/1/96. Statutory

Authority: RCW 9.46.070. 93-19-090 (Order 244), § 230-12-020, filed 9/15/93, effective 10/16/93. Statutory Authority: RCW 9.46.070 (7), (17), (8) and (9). 91-13-070 (Order 223), § 230-12-020, filed 6/17/91, effective 7/18/91. Statutory Authority: RCW 9.46.070 (11) and (14). 89-17-056 (Order 196), § 230-12-020, filed 8/15/89, effective 9/15/89. Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-12-020, filed 4/18/89, effective 7/1/89. Statutory Authority: RCW 9.46.020 (20)(d), 9.46.050(3) and 9.46.070 (1), (2), (5), (8), (9), (11) and (12). 85-03-026 (Order 144), § 230-12-020, filed 1/9/85. Statutory Authority: RCW 9.46.070 (9), (12) and (14). 83-08-051 (Order 130), § 230-12-020, filed 4/1/83. Formerly WAC 230-20-150.]

**WAC 230-12-027 Age limit to participate in gambling activities—Bingo advertisements directed to minors.**

**Minors shall not participate in gambling activities.**

(1) Persons under the age of eighteen shall not wager in, nor participate in the operation of any gambling activity. Exceptions to this restriction are set forth in subsection (2) of this section:

**Exceptions for minors to participate in gambling activities.**

(2) Persons under the age of eighteen may:

(a) Play in licensed bingo games if accompanied by an adult member of his/her immediate family or a guardian, who is at least eighteen years old. For purposes of this section, "immediate family" means and is limited to, the spouse, parents, or grandparents of an individual. "Guardian" means and is limited to an individual appointed by a court of law as the legal guardian of an individual;

(b) Play bingo at agricultural fairs or school carnivals;

(c) Play amusement games, pursuant to the provisions set forth in RCW 9.46.0331 (4) and (5); and

(d) Sell raffle tickets, pursuant to the provisions set forth in WAC 230-02-183.

**Bingo advertisements directed to minors.**

(3) All bingo advertisements that are directed to minors shall include language indicating that all minors must be accompanied by a member of their immediate family or a guardian, who is at least eighteen years old.

**Enforcement of age restrictions.**

(4) The licensee and those persons operating gambling activities are responsible for assuring that persons under the age of eighteen are not playing in or participating in the operation of any gambling activity.

[Statutory Authority: RCW 9.46.070. 00-01-002 (Order 379), § 230-12-027, filed 12/1/99, effective 1/1/00.]

**WAC 230-12-030 No beer, wine or spirits as prizes.**

**Alcohol shall not be offered as a prize.**

(1) Pursuant to the restrictions of the liquor control board, beverages that contain alcohol, including but not limited to beer, wine or spirits, shall not be offered or awarded as a prize or in lieu of a prize for winning at any gambling activity. Exceptions to this restriction are set forth in subsection (2) of this section.

(2007 Ed.)

**Exceptions for alcohol to be offered as a prize.**

(2) Alcohol may be offered and awarded as a prize in:

(a) Dice or coin contests for music, food, or beverage payment as authorized by RCW 9.46.0305 (Dice or coin contests for music, food, or beverage payment);

(b) Unlicensed members-only raffles as authorized by RCW 9.46.0315 (Raffles—No license required, when), but only if the appropriate permit has been granted by the liquor control board; and

(c) Other gambling activities that the liquor control board has authorized alcohol to be given away.

[Statutory Authority: RCW 9.46.070. 00-01-002 (Order 379), § 230-12-030, filed 12/1/99, effective 1/1/00. Statutory Authority: RCW 9.46.070, 9.46.0315 and 9.46.0321. 93-17-098 (Order 243), § 230-12-030, filed 8/17/93, effective 1/1/94; Order 51, § 230-12-030, filed 4/30/76; Order 12, § 230-12-030, filed 2/14/74; Order 5, § 230-12-030, filed 12/19/73.]

**WAC 230-12-040 No firearms as prizes—Exceptions.** No firearms, air guns, or other mechanical devices which are capable of discharging dangerous projectiles, including but not limited to, BB or CO<sub>2</sub> guns, rifles, shotguns, pistols or revolvers, or crossbows, shall be offered or awarded as a prize for any of the activities authorized by chapter 9.46 RCW: Provided, That bona fide charitable or nonprofit organizations licensed to conduct a raffle, may award any legal firearm or air gun as a prize for such raffles. Any firearm for which the transfer is restricted by state or federal law shall be awarded by providing the winner a certificate for such prize which is redeemable by a licensed firearms dealer.

[Statutory Authority: RCW 9.46.070. 95-07-093, § 230-12-040, filed 3/17/95, effective 7/1/95; 94-13-099 (Order 253), § 230-12-040, filed 6/15/94, effective 7/16/94. Statutory Authority: RCW 9.46.070 (1), (2), (4), (5), (6), (11), (14) and (17). 86-13-055 (Order 158), § 230-12-040, filed 6/13/86; Order 51, § 230-12-040, filed 4/30/76; Order 12, § 230-12-040, filed 2/14/74.]

**WAC 230-12-045 Gambling promotions.** Licensees may conduct gambling promotions to encourage players to participate in a gambling activity under the following conditions and restrictions:

(1) The following conditions apply:

(a) All players must have an equal opportunity to participate;

(b) Licensee must establish criteria to determine how promotional items will be distributed to players. The criteria must not include distribution based on an element of chance, such as a drawing or spinning wheel, except as authorized under WAC 230-20-242.

(c) All rules or restrictions must be conspicuously displayed in the gaming area and included on promotional materials or advertisements.

(2) The following restrictions apply:

(a) Promotional items must not exceed a cost of five hundred dollars per item;

(b) Promotional items awarded based on the outcome of a gambling activity must not be an additional opportunity to engage in a gambling activity regulated by the commission;

(c) Gambling activities and related gambling promotions must not be combined in any way with a promotional contest of chance, as defined in RCW 9.46.0356.

[Statutory Authority: RCW 9.46.070. 04-11-091 (Order 431), § 230-12-045, filed 5/18/04, effective 7/1/04; 02-11-084 (Order 413), § 230-12-045, filed 5/16/02, effective 7/1/02.]

**WAC 230-12-050 Extension of credit, loans, or gifts prohibited—Limited exception.** No licensee, member or employee thereof shall extend credit, make a loan, or grant a gift to any person playing in an authorized gambling activity, or which enables a person to play in an authorized gambling activity.

**Gifts prohibited—Exceptions.**

(1) Gifts are items licensees give away to its customers and are not connected to gambling activities regulated by the commission. Licensees shall not offer gifts in conjunction with gambling activities, with the following exceptions:

(a) Promotions are allowed as authorized by WAC 230-12-045;

(b) Transportation services provided to and from gambling activities;

(c) Free or discounted food, drink or merchandise may be provided under the following conditions:

(i) The actual cost of any individual item may not exceed five hundred dollars;

(ii) The merchandise shall not be traded back to the licensee for cash or be used to further participate in an authorized gambling activity;

(d) For each individual gift with an actual cost over one hundred dollars, charitable and nonprofit organizations shall prepare and maintain a written record with the following information:

(i) How the recipients of the gifts were selected;

(ii) The number of gifts awarded; and

(iii) The total cost of each gift given.

**Credit and loans prohibited—Exceptions.**

(2) The consideration required to participate in the gambling activity shall be collected in full, by cash, check, electronic point-of-sale bank transfer, gift certificate, or gift card, prior to participation, with the following exceptions:

**Punch boards/pull-tabs.**

(a) The consideration paid for the opportunity to play a punch board or pull-tab series may be collected immediately after the play is completed only when such consideration is ten dollars or less;

**Charitable/nonprofit organization's billing system for members.**

(b) When a bona fide charitable or bona fide nonprofit organization conducting any of the activities authorized by chapter 9.46 RCW or commission rules has a regular billing system for all of the activities of its members with such organization, such billing system may be utilized in connection with the playing of any of the activities authorized hereunder if:

(i) The playing of such activity is limited to regular members of such organization who have become regular members prior to the commencement of such activity and whose qualifications for membership were not dependent

upon, or in any way related to, the playing of such activity; and

(ii) The director has given prior written consent to the use of such billing system in connection with the conduct of activities authorized under these rules.

**Raffle tickets purchased with credit cards.**

(c) Charitable or nonprofit organizations utilizing credit cards, issued by a state and/or federally regulated financial institution, for payment to participate in raffles.

[Statutory Authority: RCW 9.46.070. 06-15-099 (Order 460), § 230-12-050, filed 7/17/06, effective 8/17/06; 03-21-065 (Order 425), § 230-12-050, filed 10/13/03, effective 1/1/04; 02-11-084 (Order 413), § 230-12-050, filed 5/16/02, effective 7/1/02; 00-09-052 (Order 383), § 230-12-050, filed 4/14/00, effective 5/15/00; 00-07-140 (Order 381), § 230-12-050, filed 3/22/00, effective 7/1/00. Statutory Authority: RCW 9.46.070, 9.46.0209, 9.46.0237, 9.46.0205 and 9.46.075. 96-24-008 (Order 303), § 230-12-050, filed 11/21/96, effective 12/22/96. Statutory Authority: RCW 9.46.070. 94-13-099 (Order 253), § 230-12-050, filed 6/15/94, effective 7/16/94. Statutory Authority: RCW 9.46.070 (11), (14) and 9.46.0218 [9.46.0281]. 89-05-024 (Order 186), § 230-12-050, filed 2/13/89; Order 51, § 230-12-050, filed 4/30/76; Order 15, § 230-12-050, filed 4/17/74; Order 5, § 230-12-050, filed 12/19/73.]

**WAC 230-12-053 Acceptance of checks—Requirements.** (1) A licensee, member, or employee thereof may accept a check in lieu of cash from a player for activities authorized by chapter 9.46 RCW, when the following requirements are met:

(a) The check is not a third party check drawn on an individual's personal account or a counter check offered by the licensed establishment;

(b) Any personal check must be dated the same day it is offered to the licensee and fully negotiable upon acceptance by the licensee; and

(c) The check is not from a player who has a balance owed to the licensee from a previous returned personal check. Provided: This shall not apply to a licensee who utilizes a check guarantee and collection service.

(2) If a licensee, member or employee thereof accepts a check that does not comply with the requirements set forth above, the licensee shall be deemed to have extended credit in violation of WAC 230-12-050.

[Statutory Authority: RCW 9.46.070 (11), (14) and 9.46.0218 [9.46.0281]. 89-05-024 (Order 186), § 230-12-053, filed 2/13/89.]

**WAC 230-12-070 Conduct of gambling activity.** No person operating any activity authorized by chapter 9.46 RCW shall, directly or indirectly, in the course of such operation:

(1) Employ any device, scheme or artifice to defraud;

(2) Make any untrue statement of a fact, or omit to state a fact necessary in order to make a statement not misleading, in consideration of the circumstance under which such statement was made;

(3) Engage in any act, practice, or course of operation as would operate as a fraud or deceit upon any person.

[Statutory Authority: RCW 9.46.070. 94-13-099 (Order 253), § 230-12-070, filed 6/15/94, effective 7/16/94; Order 53, § 230-12-070, filed 5/25/76; Order 5, § 230-12-070, filed 12/19/73.]

**WAC 230-12-074 Sales on licensed premises only—Exceptions.** (1) All gambling activities must be under the

complete control of the licensed operator and conducted on the premises set forth in the license application as approved by the commission, with the following exceptions:

- (a) Raffle ticket sales; and
- (b) Amusement games operated on a Class A licensed premises.

(2) A bona fide charitable or nonprofit organization licensed to conduct bingo and punch board/pull-tab games may sell punch boards/pull-tabs to customers of a licensed card room provided that the following conditions are met:

- (a) The premises of the nonprofit licensee and the card room licensee share a common wall;
  - (b) Any door, counter or window allowing customer access through the common wall between the two premises is under the control of the nonprofit licensee and must be capable of being securely closed and locked;
  - (c) All punch board/pull-tab games shall be maintained and sold only on the premises of the nonprofit licensee, however, pull-tab players may take purchased punch boards/pull-tabs into the card room area;
  - (d) Punch board/pull-tab sales shall only be conducted by employees of the bingo/punch board/pull-tab licensee; and
  - (e) Signs shall conspicuously be posted at the door, window or counter separating the two premises clearly notifying the customers of the identity of the licensee selling the punch board/pull-tabs.
- (3) A licensed operator shall not be deemed to have violated this rule solely because the pull-tab players may take pull-tabs from the licensee's premises, if the pull-tabs are selected and purchased and prizes determined and paid on the licensed operator's premises.

[Statutory Authority: RCW 9.46.070. 00-15-038 (Order 386), § 230-12-074, filed 7/14/00, effective 8/14/00.]

**WAC 230-12-076 Regulation of charitable and nonprofit organizations—Assignment to regulatory groups.** Each charitable or nonprofit organization shall comply with licensing and operating requirements applicable to the scope of activity it has been authorized to conduct. Each organization will be assigned to a regulatory group that is based upon the authorized gambling gross receipts of all combined licenses issued to the organization. The following regulatory groups are established:

- (1) Group I - Any organization requesting to be certified to conduct gambling activities with combined annual gross receipts up to three hundred thousand dollars;
- (2) Group II - Any organization requesting to be certified to conduct gambling activities with combined annual gross receipts up to one million dollars;
- (3) Group III - Any organization requesting to be certified to conduct gambling activities with combined annual gross receipts up to three million dollars;
- (4) Group IV - Any organization requesting to be certified to conduct gambling activities with combined annual gross receipts up to five million dollars; and
- (5) Group V - Any organization requesting to be certified to conduct gambling activities with combined annual gross receipts that exceed five million dollars.

[Statutory Authority: RCW 9.46.070 (1), (8-11), (14), (16), (20). 96-07-075, § 230-12-076, filed 3/19/96, effective 7/1/96.]

(2007 Ed.)

**WAC 230-12-078 Bona fide charitable or nonprofit organizations—Responsibilities—Independent management control structure required.** It shall be the affirmative responsibility of each charitable or nonprofit organization licensed to conduct gambling activities, and its officers or board of directors, to ensure the legislative intent regarding gambling activities is met.

**Independent management control system for all charitable/nonprofit organizations.**

(1) This responsibility shall be fulfilled by developing and maintaining an independent management control system that ensures the following:

- (a) Gambling activities are closely supervised and operated according to commission guidelines;
- (b) Gambling proceeds are used solely to advance the purposes of the organization;
- (c) All assets of the organization are protected from misuse or defalcation; and
- (d) An operating environment that facilitates implementation of the officers' or board of directors' policies is maintained.

**Group III, IV or V management control system.**

(2) Each charitable or nonprofit organization licensed to conduct gambling activities in Groups III, IV or V, as defined in WAC 230-04-040, shall fulfill its responsibilities by:

- (a) Developing and implementing a management control system which:
  - (b) Will be overseen by an independent slate of officers or board of directors, that has been elected by a process in which all active members have a single vote;
  - (c) Includes written policies which set the responsibilities of officers, board of directors, and employees;
  - (d) Includes written policies establishing the scope of authority delegated to officers, board of directors, and employees;
  - (e) Includes affirmative management and accounting controls that ensure that all funds and other assets directly or indirectly obtained with gambling proceeds are protected from misuse, dedicated solely to the purposes of the organization, and do not inure to the private use of any person. For purposes of this section, the following uses of gambling proceeds shall not be deemed inurement:
    - (i) Providing program services to members or the public; or

- (ii) Expenditures for necessary expenses, including salaries or wages for services to perform the purposes of the organization. Salaries or wages paid to members, officers, board of directors, or direct family members of any of the preceding, shall not be deemed inurement if they are necessary, reasonable, and the decision to pay such is made in an independent management control environment.

- (f) Includes a planning process that sets goals regarding uses of gambling proceeds and allows the officers or board of directors to monitor progress toward meeting such goals: Provided, That organizations reserving funds in endowments or trust funds under limitations in WAC 230-04-024 (8)(b) and (c) must have a formal business plan or budget outlining uses of such;

(g) Includes a system of internal accounting controls that is designed to reduce errors, minimize risk of defalcations, and safeguard assets. The organization's officers or board of directors shall implement procedures to monitor established controls for compliance. The internal accounting control system shall include at least the following controls:

- (i) Management approval for expenditures;
- (ii) Procedures that restrict access to assets to only those individuals authorized by management;
- (iii) Procedures to ensure all transactions are recorded in accordance with generally accepted accounting principles. Transactions shall be recorded with enough detail to maintain accountability of assets; and
- (iv) Periodic comparison of recorded assets to physical assets and reconciliation of all differences.

(h) Will be documented and available for commission staff review.

#### **Independent operating environment - conflicts of interest.**

(3) Maintaining an independent operating environment. An organization's operating environment will be independent when its officers, board members, and supervisory level employees completely separate their personal interests and the interest of the organization: Provided, That an organization shall not be in violation of this section if individual officers or board members acknowledge potential conflicts of interest and abstain from voting on issues that directly or indirectly affect their personal interest. Any potential conflicts of interest situations involving supervisor level employees must be reviewed and approved by the governing board of the organization. All discussions or balloting regarding potential conflicts of interest shall be recorded in the official meeting minutes. Any of the following actions by officers, board members, or supervisory level employees that are not approved by the board of directors and documented in the official minutes shall provide a presumption of the lack of an independent operating environment:

(a) They directly or indirectly receive financial or personal benefit from the organization or share in gambling proceeds of the organization; or

(b) They are directly or indirectly responsible for supervision of, or have decision-making authority over transactions that may result in direct or indirect financial or personal benefit to: Their direct relatives, including spouses, parents, children, siblings, and similar relationships, whether by blood, adoption, or marriage; persons with whom they maintain a common household; or persons with whom they have a business relationship; or

(c) They directly or, through lack of action, indirectly allow others to receive or share in the gambling proceeds of the organization.

[Statutory Authority: RCW 9.46.070. 00-07-140 (Order 381), § 230-12-078, filed 3/22/00, effective 7/1/00. Statutory Authority: RCW 9.46.070, 9.46.0261 and 9.46.0209. 94-01-035, § 230-12-078, filed 12/6/93, effective 1/6/94.]

**WAC 230-12-079 Duties and responsibilities of a charitable or nonprofit gambling manager.** Charitable or nonprofit gambling managers shall be knowledgeable of all provisions of Title 230 WAC and chapter 9.46 RCW that relate to the operation of gambling activities they manage and

restrictions regarding the use of funds generated from gambling activities for which they have been assigned responsibility. Such managers shall be responsible for supervising the operation of the gambling activity, including all ancillary activities conducted in conjunction with gambling activities, and for safeguarding funds or other assets generated from gambling activities which are under their control. This responsibility shall be fulfilled by ensuring that:

- (1) The public is protected from fraud;
- (2) The licensed premises is maintained in a safe condition and persons participating in the activity are reasonably protected from physical harm;
- (3) Activities are conducted in a manner that ensures fair and equal participation by players and all provisions of Title 230 WAC and chapter 9.46 RCW are followed;
- (4) The organization is reasonably protected from illegal acts committed by players or workers;
- (5) All records are completed and correct;
- (6) All moneys derived from the gambling and ancillary activities are safeguarded until transferred to a guardian designated by the board and/or officers or directly deposited in the organization's bank account;
- (7) All assets of the organization, for which the gambling manager is responsible, are protected from misuse or theft; and
- (8) All funds generated from gambling activities, for which the gambling manager is responsible, are disbursed or invested in accordance with the directions of the officers or governing board of the organization and used solely to further the purposes of the organization.

[Statutory Authority: RCW 9.46.070. 95-09-062 (Order 268), § 230-12-079, filed 4/18/95, effective 5/19/95.]

**WAC 230-12-080 Licensee to maintain copy of commission's rules on premises.** Each licensee for the operation of a gambling activity shall obtain, maintain and keep current, a copy of the rules of the commission, which shall be located upon each premises used for the conduct of a licensed activity by a licensee at all times the activity is there conducted. The rules shall be produced by the licensee and shown to any person upon demand. The fact that a licensee may not have a current copy of each of the rules of the commission shall not in any way diminish the licensee's obligation to abide by these rules.

[Statutory Authority: RCW 9.46.070(13). 78-06-066 (Order 85), § 230-12-080, filed 5/25/78; Order 12, § 230-12-080, filed 2/14/74.]

**WAC 230-12-090 Problem gambling and caution disclosure—Advertisements and posting signs.** The legislature recognizes that some individuals in Washington state are problem or compulsive gamblers. Because the state promotes and regulates gambling through the activities of the lottery commission, horse racing commission and gambling commission, the state has the responsibility to continue to provide resources for the support of services for problem and compulsive gamblers. RCW 9.46.071 requires that the lottery commission, horse racing commission and gambling commission shall jointly develop informational signs concerning problem and compulsive gambling, and the signs shall be placed in establishments of gambling licensees, horse racing licensees and lottery retailers.

**Posting information signs.**

(1) Informational signs will be provided to the licensee by the gambling commission and will contain the toll-free hotline number for the Washington state council on problem gambling. All gambling commission licensees shall prominently post the problem gambling informational signs at each entrance and exit of their establishments. Brochures to patrons containing the toll-free hotline number meet the posting requirement and will be supplied by the gambling commission.

**Advertisements.**

(2) All bingo licensees who operate in a premises where bingo is conducted on more than three occasions per week shall conspicuously include the following statement in any advertising or promotion of gambling activities conducted by the licensee:

"CAUTION: Participation in gambling activity may result in pathological gambling behavior causing emotional and financial harm. For help, call 1-800-547-6133."

[Statutory Authority: RCW 9.46.070, 02-17-035 (Order 416), § 230-12-090, filed 8/13/02, effective 9/13/02; 94-23-007, § 230-12-090, filed 11/3/94, effective 1/1/95.]

**WAC 230-12-210 Prices charged by manufacturers, distributors and operators for goods and services not to be fixed by agreement.** No manufacturer, distributor or operator shall by agreement, either express or otherwise, with any other manufacturer, distributor or operator, fix the price at which any device, paraphernalia, machine, equipment, punch board or pull-tab, prize or any other item used in connection with any of the activities authorized by chapter 9.46 RCW, as now or hereafter amended, shall be sold, or for which services in connection therewith shall be rendered. The price of these items in the competitive market place shall be established by each manufacturer, distributor or operator for the products and services offered by each and shall not be established, directly or indirectly, in concert with one another.

[Order 29, § 230-12-210, filed 1/23/75; Order 23, § 230-12-210, filed 9/23/74; Order 14, § 230-12-210, filed 3/27/74.]

**WAC 230-12-223 Prohibited practices—Leases and compensation.** (1) No person, association, or organization shall operate or conduct any gambling activity authorized on or within any leased premises if rental under such lease is to be paid wholly or partly on the basis of a percentage of the receipts or net profits derived from the operation of such gambling activity. Nor shall the rental under such lease exceed the usual rental for such premises in the same locality: Provided, That amusement games conducted as a part of, and upon the site of, a regional shopping center are exempted from the percentage of receipts or profits restriction of this section and RCW 9.46.120(2).

(2) No charitable or nonprofit organization shall enter into an agreement where the compensation to any person taking part in the management or operation of such activity is based upon a percentage of the receipts or income derived from the operation of such game. The payment to such persons of compensation which is other than reasonable under

the local prevailing wage scale for employment of a comparable nature shall create a presumption of a violation of this section.

[Statutory Authority: RCW 9.46.070, 97-24-031, § 230-12-223, filed 11/25/97, effective 1/1/98.]

**WAC 230-12-225 Repair or service not to be conditioned upon exclusive supply arrangement.** No licensed manufacturer, distributor, or gambling services supplier shall condition repair or service of any device or product upon an agreement by any person to purchase or obtain products or services solely from such manufacturer, distributor, or gambling services supplier or solely from any other person or combination of persons: Provided, That routine maintenance agreements shall not be considered a violation of this section.

[Statutory Authority: RCW 9.46.070, 97-24-031, § 230-12-225, filed 11/25/97, effective 1/1/98; Order 80, § 230-12-225, filed 12/28/77.]

**WAC 230-12-230 Agreements restricting freedom to buy and sell—Prohibited.** (1) Except as provided in subsections (3), (4), (5), and (6) of this section, no person shall enter into any agreement, expressly or implied, with any other person which requires any person to purchase exclusively from, or sell exclusively to, any other person, or which prohibits any person from purchasing from or selling to any other person, any devices, materials, products, equipment or services which are used or offered in any way in connection with a gambling activity.

(2) No person shall enter into any agreement, express or implied, wherein any person is prohibited from, or required to, make purchases or sales only within a particular geographic area: Provided, That such agreements may be entered into between a licensee and its licensed representative.

(3) For amusement games, a person may enter into an agreement with another person for a period up to three years requiring such person to purchase exclusively from or sell exclusively to such other person, amusement games. The agreement may provide that it shall be automatically renewed for another three year period, or successive three year periods, if neither party gives termination notice of the agreement at least thirty days prior to its termination date.

(4) As related exclusively to amusement games, a person may enter into an agreement with another person for a period up to three years requiring such person to purchase exclusively from or sell exclusively to such other person, devices, materials, products, equipment, or services which are used in connection with a particular amusement game. The agreement may provide that it shall be automatically renewed for another three year period, or successive three year periods, if neither party gives termination notice of the agreement at least thirty days prior to its termination date.

(5) A licensed linked bingo prize provider may require a licensee to utilize particular bingo cards for conduct of a game with a linked bingo prize if such requirement is agreed to in a contract between a licensed linked bingo provider and licensed bingo operator, which is approved by the director.

(6) A linked bingo prize provider may enter into an exclusive agreement with a manufacturer to provide the bingo paper used in the linked bingo game.

[Statutory Authority: RCW 9.46.070. 98-24-090 (Order 369), § 230-12-230, filed 12/1/98, effective 1/1/99. Statutory Authority: RCW 9.46.070 (1), (3), (8), (9), (11), (13), (14), (20) and 9.46.0331. 97-09-073, § 230-12-230, filed 4/22/97, effective 7/1/97; Order 15, § 230-12-230, filed 4/17/74.]

**WAC 230-12-250 No division of territories allowed.**

No manufacturer or distributor shall make or have an agreement or understanding with any licensee that either of them shall be restricted in the operation and carrying on of business to a specific geographic area, or areas, and such a restriction shall not be a condition of any sales between a manufacturer or distributor and any other licensee: Provided, That this shall not prevent a distributor or manufacturer from assigning sales territories among its bona fide representatives.

[Order 21, § 230-12-250, filed 8/20/74; Order 5, § 230-12-250, filed 12/19/73.]

**WAC 230-12-280 Suspension of licenses, certificates, and permits for various purposes for premises upon which violations occur.** When a violation of any provision of chapter 9.46 RCW, or any amendment thereto, or any of the rules or regulations passed by the commission has occurred on any premises upon which gambling activities are conducted, for which any other license, permit or certificate issued for any purpose by any agency of the state, or political subdivision of the state, is in effect, then all such licenses, permits or certificates may be voided by the issuing agency or body pursuant to RCW 9.46.150(2), and any amendments thereto, and no license, permit or certificate so voided shall be issued or reissued for such premises for a period of up to sixty days thereafter.

[Order 53, § 230-12-280, filed 5/25/76; Order 42, § 230-12-280, filed 9/18/75; Order 5, § 230-12-280, filed 12/19/73.]

**WAC 230-12-300 Resident agent to be appointed by out-of-state licensees.** (1) All licensees that do not own or otherwise maintain a business office or licensed premises within Washington state shall appoint a resident agent for the purpose of receipt and acceptance of service of process and other communications on their behalf from the commission.

(2) The resident agent shall be a natural person who is a resident and living in the state of Washington and who is eighteen years of age or older.

(3) The name and business address where service of process and delivery of mail can be made, and home address of such designated resident agent shall be filed with the commission.

[Statutory Authority: RCW 9.46.070 and 34.05.230. 01-01-016 (Order 396), § 230-12-300, filed 12/6/00, effective 1/6/01. Statutory Authority: RCW 9.46.070. 97-24-031, § 230-12-300, filed 11/25/97, effective 1/1/98. Statutory Authority: Chapter 9.46 RCW. 91-21-053 (Order 228), § 230-12-300, filed 10/15/91, effective 11/15/91; Order 60, § 230-12-300, filed 9/10/76; Order 33, § 230-12-300, filed 2/21/75; Order 5, § 230-12-300, filed 12/19/73.]

**WAC 230-12-305 Licensee required to submit updated documents or information.** In addition to any other requirements set forth in these rules, persons licensed by the commission shall submit any new or updated documents or information including, but not limited to, the following:

(1) Articles of incorporation or by laws, or any other documents which set out the organizational structure and purposes;

(2) Internal Revenue Service tax exemption status (charitable/nonprofit organizations only);

(3) All contracts and agreements, whether oral or written which relate to gambling activities or alter the organizational structure of the licensee or its business activities in Washington state; and

(4) All cash or asset contributions, draws from lines of credit, and loans, from other than recognized financial institutions, which individually or collectively exceed a total of ten thousand dollars during any calendar year: Provided, That cash or asset contributions do not include donations to licensed charitable or nonprofit organizations.

**Submission timeline.**

(5) The new or updated documents and/or information shall be submitted to the commission no later than sixty days following the transaction(s) date.

[Statutory Authority: RCW 9.46.070. 05-11-088 (Order 447), § 230-12-305, filed 5/17/05, effective 7/1/05; 03-11-041 (Order 420), § 230-12-305, filed 5/15/03, effective 7/1/03; 94-07-084 (Order 250), § 230-12-305, filed 3/16/94, effective 4/16/94. Statutory Authority: RCW 9.46.070 (7)(14). 91-07-021, § 230-12-305, filed 3/13/91, effective 4/13/91. Statutory Authority: Chapter 9.46 RCW. 87-09-043 (Order 167), § 230-12-305, filed 4/14/87.]

**WAC 230-12-310 Licensees to report to the commission civil, criminal and administrative actions filed against them.** (1) Each licensee shall report to the commission within fourteen days, all criminal actions filed against the licensee or the licensee's president, chief executive officer, chairman of the board, treasurer (chief financial officer), partner, person holding a substantial interest or manager of the licensed gambling activity. The final disposition of the case must be received by the commission within thirty days after the final disposition.

(2) Each licensee shall report to the commission within thirty days, all civil and administrative actions filed by or against persons listed in subsection (1) of this section that involve ownership or control of the business, dissolutions, actions significantly affecting business interests, such as patent or copyright infringement and all administrative actions from other gambling regulatory agencies, including those from other countries and Indian tribes. The final disposition of the case must be received by the commission within thirty days of the final disposition.

(3) The report shall consist of a complete copy of the original documents filed. The licensee shall notify the commission of the final disposition of the case and include a copy of the final documents filed including, but not limited to, settlement agreements.

(4) The director may exempt reporting specific types of civil actions upon written request and for good cause shown.

[Statutory Authority: RCW 9.46.070. 05-11-088 (Order 447), § 230-12-310, filed 5/17/05, effective 7/1/05; 00-09-051 (Order 382), § 230-12-310, filed 4/14/00, effective 5/15/00. Statutory Authority: Chapter 9.46 RCW. 86-21-060 (Order 162), § 230-12-310, filed 10/14/86; Order 15, § 230-12-310, filed 4/17/74.]

**WAC 230-12-315 Request for review services—Fees.** Any person submitting equipment, paraphernalia, services, or



schemes for review, inspection, and/or evaluation by commission staff shall reimburse the commission the cost of services performed. A deposit of the estimated cost may be required prior to performance of such service. If a deposit is required, it shall be received by the commission prior to the performance of any substantial work on the request.

[Statutory Authority: RCW 9.46.070. 03-11-042 (Order 421), § 230-12-315, filed 5/15/03, effective 7/1/03. Statutory Authority: RCW 9.46.070 (5), (6), (11), (14). 97-14-012, § 230-12-315, filed 6/20/97, effective 7/21/97.]

**WAC 230-12-316 Electronic or mechanical equipment review.** A licensee must submit electronic or mechanical gambling equipment to the director for review to verify compliance with chapter 9.46 RCW and Title 230 WAC prior to the sale, lease or operation of such equipment. The equipment shall meet technical standards for compliance, accuracy, security and integrity. Persons not licensed by the commission may also request equipment review to verify compliance with state laws and rules.

(1) Manufacturers may be required to submit electronic or mechanical gambling equipment for review.

(a) To allow for continued testing and training, any equipment that is submitted for review under this section may be kept by the director for as long as the equipment remains out for play in the state of Washington.

(b) The gambling commission and staff are not liable for any damage to equipment while in their possession.

(2) Fees for review shall be as set forth in WAC 230-12-315.

(3) Equipment operated in Washington state must be identical to the version reviewed by the director.

(4) Equipment in operation on July 1, 2003, may continue in operation pending review by the director.

(5) If the person submitting such equipment does not agree with the director's decision, a petition for declaratory order may be filed with the commission to be heard de novo by an administrative law judge designated by the commission, pursuant to RCW 34.05.240 and WAC 230-50-850.

[Statutory Authority: RCW 9.46.070. 03-11-042 (Order 421), § 230-12-316, filed 5/15/03, effective 7/1/03.]

**WAC 230-12-335 Control of gambling equipment—Sales and purchases by and to licensees only—Authorized transfers of gambling equipment.** It shall be the responsibility of all licensees to ensure that gambling equipment is closely controlled and possessed only by authorized persons. Gambling equipment possessed by unauthorized persons is subject to seizure and forfeiture. It shall be the responsibility of all licensees to report all unauthorized possession of such equipment to the commission. The following restrictions and exceptions apply to the transfer of gambling equipment:

#### **Restrictions.**

(1) Prior to selling gambling equipment to or purchasing such from any person, a licensee shall ensure that the person receiving or selling the equipment possesses a valid gambling license: Provided, That Class F and house-banked card room applicants may possess gambling equipment during the prelicensing process after receiving written approval from commission staff.

(2007 Ed.)

#### **Authorized transfers of gambling equipment.**

(2) In addition to normal business transactions between manufacturers, distributors and operators, the following transfers of gambling equipment are authorized:

(a) Gambling equipment may be transferred as a part of a sale of a business when such sale is contingent on the buyer receiving a gambling license prior to the completion of the transaction. A complete record shall be made of all gambling equipment transferred in this manner, including commission identification and inspection services stamp numbers. Such transfers, including a copy of the inventory record, shall be reported to the commission.

(b) Licensed operators or distributors whose license has been revoked, expired, or voluntarily surrendered may sell or otherwise transfer gambling equipment to a licensed manufacturer or distributor. Transfers of gambling equipment in this manner are subject to the following requirements:

(i) Such transfer shall be completed within thirty days of the date the license became invalid;

(ii) The transaction is for cash or credit against amounts owed a manufacturer by a distributor;

(iii) A complete inventory of all gambling equipment transferred in this manner, including commission identification and inspection services stamp numbers, shall be reported to the commission within ten days of the transaction by the operator or distributor selling the equipment; and

(iv) The licensed manufacturer or distributor receiving the equipment shall prepare a credit memorandum as required by WAC 230-08-025(2). A copy of the inventory record and notice of sale reported to the commission shall be attached and maintained as a part of this record.

(c) A bona fide charitable or nonprofit organization may sell or otherwise transfer gambling equipment used for fundraising events to another charitable or nonprofit organization authorized to possess such equipment. Such transfers shall be limited as set forth in WAC 230-25-110. A complete inventory of all gambling equipment transferred in this manner shall be reported to the commission within ten days of the transaction by the charitable or nonprofit organization selling or transferring the equipment.

[Statutory Authority: RCW 9.46.070. 00-15-039 (Order 385), § 230-12-335, filed 7/14/00, effective 1/1/01.]

**WAC 230-12-337 Manufacturers and distributors transporting and displaying gambling devices—Trade shows and conventions.** A manufacturer or distributor licensed by the Washington state gambling commission to sell gambling devices authorized by state or federal law may transport, display and accept orders for the sale or lease of those devices at trade shows and conventions, under the following restrictions:

(1) The target audience of the trade show or convention must be operators of authorized gambling activities in Washington state;

(2) The commission must be notified in writing of the nature, date, and location ten days before the trade show or convention; and

(3) All gambling devices purchased or leased at the trade show or convention must be delivered to the operator's authorized location.

[Statutory Authority: RCW 9.46.070. 06-13-068 (Order 457), § 230-12-337, filed 6/19/06, effective 7/20/06.]

**WAC 230-12-900 Deputy director.** The deputy director appointed by the director is hereby authorized to make any kind of decision or perform any kind of duty or function, which has by the commission rules been delegated to or required of the director, when authorized to do so by the director: Provided, That the deputy director shall not be empowered to:

(1) Summarily suspend a license pursuant to WAC 230-50-012;

(2) Impose any penalty under WAC 230-50-010(6); but the deputy director or any other designee of the director or the commission, may issue a summary of the charges or complaint against an applicant or licensee, pursuant to WAC 230-50-010 (1) (2) (3) (4); or

(3) Designate public records officers pursuant to WAC 230-60-030.

[Statutory Authority: RCW 9.46.070 and chapter 34.05 RCW. 90-21-053, § 230-12-900, filed 10/15/90, effective 11/15/90. Statutory Authority: RCW 9.46.070(13). 81-01-063 (Order 104), § 230-12-900, filed 12/15/80.]

## Chapter 230-18 WAC

### PROMOTIONAL CONTESTS OF CHANCE NOT LICENSED BY THE WASHINGTON STATE GAMBLING COMMISSION

#### WAC

230-18-005	Telephone fees deemed "consideration."
230-18-010	Promotional contests of chance similar to bingo.
230-18-015	Promotional game cards used in promotional contests of chance.

**WAC 230-18-005 Telephone fees deemed "consideration."** Participants may be required to place a telephone call to enter a promotional contest of chance, but additional fees such as those for a 1-900 number are "consideration" and are not authorized.

[Statutory Authority: RCW 9.46.070. 06-22-052 (Order 603), § 230-18-005, filed 10/27/06, effective 1/1/08.]

**WAC 230-18-010 Promotional contests of chance similar to bingo.** A business may offer a promotional contest of chance (PCOC) that is similar to bingo, commonly referred to as "no fee bingo."

(1) A business must not:

(a) Charge participants a direct or indirect fee to participate in the PCOC. Indirect fees include, but are not limited to, cover charges; and

(b) Operate the PCOC for no more than a total of three hours per day, twice per week. Participants must receive a bingo card immediately before the start of each game.

(2) A business must:

(a) Award only merchandise items, such as food, nonalcoholic beverages, hats, shirts, or other promotional items valued at less than twenty-five dollars each. The business must:

(i) Not substitute cash prizes for merchandise prizes; and  
(ii) Not award prizes worth more than one hundred dollars per week or five thousand dollars per year; and

[Title 230 WAC—p. 98]

(iii) Record the names of winners and prize(s) won for each game; and

(b) Use recreational bingo cards that are not used in authorized bingo games.

[Statutory Authority: RCW 9.46.070. 06-22-052 (Order 603), § 230-18-010, filed 10/27/06, effective 1/1/08.]

**WAC 230-18-015 Promotional game cards used in promotional contests of chance.** (1) A business may use promotional game cards similar to pull-tabs as part of a promotional contest of chance (PCOC) if the game cards:

(a) Are readily distinguishable from other pull-tabs sold in the state of Washington; and

(b) Are designed and manufactured for a specific PCOC; and

(c) Clearly display the name of the sponsoring business or the promoted product(s); and

(d) Have no price per play on the card; and

(e) Have the official rules of play, including "no purchase necessary," printed on the back.

(2) We may seize PCOC game cards that violate these restrictions.

[Statutory Authority: RCW 9.46.070. 06-22-052 (Order 603), § 230-18-015, filed 10/27/06, effective 1/1/08.]

## Chapter 230-20 WAC

### BINGO, RAFFLES AND AMUSEMENT GAMES

#### WAC

230-20-002	Shared facilities for bingo licensees—Separate management.
230-20-005	Shared management and facilities for bingo licensees—Shared allocation of revenues and expenses.
230-20-010	Disclosure of prizes and rules.
230-20-015	Prize limits for raffles.
230-20-050	Use of proceeds.
230-20-055	Use of proceeds from authorized activities by charitable or nonprofit organizations.
230-20-059	Minimum cash flow requirements for bingo games—Contributions to stated purpose—Sanctions.
230-20-065	Licensed bingo manager required on premises.
230-20-070	Regulation of managers, operators, and other employees—Charitable or nonprofit organizations.
230-20-090	Limits on compensation paid to members or employees.
230-20-101	Income from bingo games—Receipting required.
230-20-102	Bingo prizes—Record of winners.
230-20-103	Bingo cards to be sold upon the premises—Exceptions.
230-20-104	Cash register method of receipting bingo income.
230-20-105	Ticket method of receipting bingo income.
230-20-106	Electronically generated bingo card method of receipting bingo income.
230-20-107	Disposable (throwaway) bingo card method for receipting bingo income.
230-20-108	Combination receipting method of receipting bingo income—Procedures.
230-20-115	Gift certificates.
230-20-130	Operation of bingo upon retail business—Conditions.
230-20-170	Hours for bingo games.
230-20-192	Standards for disposable bingo cards—Requirements and definitions.
230-20-220	Bingo operators shall not play in bingo games.
230-20-240	Bingo equipment to be used.
230-20-241	Player selection games.
230-20-242	Activities conducted as a part of bingo games—Authorization—Restrictions.
230-20-243	Hidden face bingo games.
230-20-244	Electronic bingo card daubers—Definition—Operating restrictions—Standards.
230-20-246	Manner of conducting bingo.
230-20-247	Keno bingo—Definitions and requirements.
230-20-248	Loteria authorized—Class A licensees only.
230-20-249	Three number speed bingo—Operational procedures—Restrictions.

(2007 Ed.)

230-20-255	Linked bingo prizes—Approval—Manner of conducting.		Repealed by 01-05-020 (Order 397), filed 2/9/01, effective 4/1/01. Statutory Authority: RCW 9.46.070.
230-20-300	Control of raffle prizes.	230-20-063	Limits on bingo gross receipts and prize payouts and requirements for net income. [Statutory Authority: RCW 9.46.070 (5), (6), (8), (10) and (11), 84-01-026 (Order 139), § 230-20-063, filed 12/12/83.] Repealed by 85-13-041 (Order 151), filed 6/14/85. Statutory Authority: RCW 9.46.070 (7), (13) and (18).
230-20-325	Manner of conducting a raffle.		
230-20-335	Members-only raffles—Procedures—Restrictions.		
230-20-350	Licensees may join together to conduct a raffle.		
230-20-360	Licensee for the conduct of bingo games at agricultural fairs shall not allow another to do so without a permit.	230-20-064	Maximum receipts, prizes, and expenses for bingo games—Net income required. [Statutory Authority: RCW 9.46.070 (1), (8-11), (14), (16), (20), 96-07-075, § 230-20-064, filed 3/19/96, effective 7/1/96. Statutory Authority: RCW 9.46.070 (1), (8), (11), (14) and (20), 96-05-011, § 230-20-064, filed 2/9/96, effective 2/9/96. Statutory Authority: Chapter 9.46 RCW. 94-24-056 (Order 262), § 230-20-064, filed 12/5/94, effective 1/5/95. Statutory Authority: RCW 9.46.070. 94-07-084 (Order 250), § 230-20-064, filed 3/16/94, effective 4/16/94; 93-13-062 (Order 240), § 230-20-064, filed 6/17/93, effective 7/18/93. Statutory Authority: RCW 9.46.070 (1)(16), 90-10-007, § 230-20-064, filed 4/19/90, effective 7/1/90. Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20), 89-09-047 (Order 190), § 230-20-064, filed 4/18/89, effective 7/1/89. Statutory Authority: RCW 9.46.070 (8), (11) and (14), 88-07-059 (Order 175), § 230-20-064, filed 3/15/88. Statutory Authority: Chapter 9.46 RCW. 87-13-045 (Order 168), § 230-20-064, filed 6/16/87. Statutory Authority: RCW 9.46.070 (7), (13) and (18), 85-13-041 (Order 151), § 230-20-064, filed 6/14/85.] Repealed by 96-24-008 (Order 303), filed 11/21/96, effective 12/22/96. Statutory Authority: RCW 9.46.-070, 9.46.0209, 9.46.0237, 9.46.0205 and 9.46.075.
230-20-370	Licensees may rent equipment to conduct amusement games.		
230-20-400	Certain lower volume licensees exempted from certain rules.		
230-20-508	Authorized amusement games—Types, standards and classifications.		
230-20-509	Amusement games—Classification to be assigned by operator.		
230-20-510	Attended amusement games—Operational restrictions.		
230-20-600	Amusement games—Licensee to give notice to local police jurisdiction prior to conducting—Inspection of equipment by police.		
230-20-610	Amusement games—Factors affecting skill to be readily visible to players.		
230-20-615	Amusement games—Material degree of skill required—Standards.	230-20-080	No person working on a bingo game for one licensee shall be allowed to work on a game operated by another licensee. [Order 9, § 230-20-080, filed 12/19/73, 1:26 p.m.] Repealed by Order 14, filed 3/27/74.
230-20-620	Amusement games—Objects to be thrown to be uniform—Similar games not to use different objects unless designated.		
230-20-630	Amusement games—Fees, rules, prizes and variations in objects to be posted—Fees to be paid in cash or scrip—Prizes not to differ from those posted.	230-20-100	Receipting required for income and prizes in bingo games. [Statutory Authority: RCW 9.46.070 (11) and (14), 88-17-050 (Order 182), § 230-20-100, filed 8/16/88. Statutory Authority: RCW 9.46.020 (1) and (10) and 9.46.070 (3), (11) and (14), 86-09-036 (Order 157), § 230-20-100, filed 4/11/86. Statutory Authority: RCW 9.46.070 (8), (11) and (14), 83-13-050 (Order 134), § 230-20-100, filed 6/14/83. Statutory Authority: RCW 9.46.070 (7) and (8), 78-11-049 (Order 87), § 230-20-100, filed 10/20/78; Order 74, § 230-20-100, filed 8/17/77; Order 29, § 230-20-100, filed 1/23/75; Order 25, § 230-20-100, filed 10/23/74; Order 15, § 230-20-100, filed 4/17/74; Order 5, § 230-20-100, filed 12/19/73, 1:25 p.m.] Repealed by 90-24-005 (Order 218), filed 11/26/90, effective 12/27/90. Statutory Authority: RCW 9.46.070.
230-20-640	Amusement games—Sample of prizes to be displayed.		
230-20-650	Amusement games—Coin toss games.		
230-20-660	Amusement games—Target shoot—Target to be brought to contestant on demand.	230-20-110	Prohibited practices. [Statutory Authority: RCW 9.46.070 (1), (10) and (13), 80-03-059 (Order 98), § 230-20-110, filed 2/25/80; Order 5, § 230-20-110, filed 12/19/73, 1:25 p.m.] Repealed by 00-07-140 (Order 381), filed 3/22/00, effective 7/1/00. Statutory Authority: RCW 9.46.070.
230-20-670	Commercial amusement games—Operating restrictions.		
230-20-680	Commercial amusement games—Operation restrictions.	230-20-111	Promotional activities—Performances as gifts—Advance approval required. [Statutory Authority: RCW 9.46.070. 94-07-084 (Order 250), § 230-20-111, filed 3/16/94, effective 4/16/94; 93-15-041 (Order 242), § 230-20-111, filed 7/14/93, effective 8/14/93.] Repealed by 02-11-084 (Order 413), filed 5/16/02, effective 7/1/02. Statutory Authority: RCW 9.46.070.
230-20-685	Commercial amusement games—Wager and prize limitations.		
230-20-700	Coin or token activated amusement games—Standards.	230-20-120	No free food or beverages to be provided at bingo games—Exceptions. [Statutory Authority: RCW 9.46.-070, 9.46.0209, 9.46.0237, 9.46.0205 and 9.46.075. 96-24-008 (Order 303), § 230-20-120, filed 11/21/96, effective 12/22/96; Order 12, § 230-20-120, filed 2/14/74.] Repealed by 00-07-140 (Order 381), filed 3/22/00, effective 7/1/00. Statutory Authority: RCW 9.46.070.
<b>DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER</b>			
230-20-030	Award to actual winners only. [Order 5, § 230-20-030, filed 12/19/73, 1:25 p.m.] Repealed by 80-03-060 (Order 99), filed 2/25/80. Statutory Authority: RCW 9.46.070(10).		
230-20-052	Transportation provided to bingo players. [Statutory Authority: RCW 9.46.070 (1), (8) - (11), (14), (16), (20), 96-07-078, § 230-20-052, filed 3/19/96, effective 7/1/96.] Repealed by 03-21-065 (Order 425), filed 10/13/03, effective 1/1/04. Statutory Authority: RCW 9.46.070.	230-20-125	Discounts and promotional gifts—Authorized—Limits. [Statutory Authority: RCW 9.46.070. 01-13-089 (Order 402), § 230-20-125, filed 6/19/01, effective 7/20/01; 99-11-078 (Order 371), § 230-20-125, filed 5/18/99, effective 7/1/99; 98-19-131 (Order 364), § 230-20-125, filed 9/23/98, effective 1/1/99. Statutory Authority: RCW 9.46.070, 9.46.0209, 9.46.0237, 9.46.0205 and 9.46.-075. 96-24-008 (Order 303), § 230-20-125, filed 11/21/96, effective 12/22/96.] Repealed by 02-11-084
230-20-058	Temporary moratorium for complying with net return requirements. [Statutory Authority: RCW 9.46.070. 99-03-103 (Order 370), § 230-20-058, filed 1/20/99, effective 2/20/99.] Repealed by 01-05-020 (Order 397), filed 2/9/01, effective 4/1/01. Statutory Authority: RCW 9.46.070.		
230-20-060	Petitioning the director for a variance from net return requirements. [Statutory Authority: RCW 9.46.070 (1), (2), 97-14-013, § 230-20-060, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070, 9.46.-0209, 9.46.0237, 9.46.0205 and 9.46.075. 96-24-008 (Order 303), § 230-20-060, filed 11/21/96, effective 12/22/96.] Repealed by 01-05-020 (Order 397), filed 2/9/01, effective 4/1/01. Statutory Authority: RCW 9.46.070.		
230-20-061	Temporary prize limits for bingo. [Statutory Authority: RCW 9.46.030 (2) and (3) and 9.46.070 (11) and (14), 83-19-024 (Order 136), § 230-20-061, filed 9/13/83.] Repealed by 84-01-026 (Order 139), filed 12/12/83. Statutory Authority: RCW 9.46.070 (5), (6), (8), (10) and (11).		
230-20-062	Minimum net return from bingo games—Sanctions. [Statutory Authority: RCW 9.46.070 (1), (2), 97-14-013, § 230-20-062, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070, 9.46.0209, 9.46.0237, 9.46.0205 and 9.46.075. 96-24-008 (Order 303), § 230-20-062, filed 11/21/96, effective 12/22/96.]		

- (Order 413), filed 5/16/02, effective 7/1/02. Statutory Authority: RCW 9.46.070.
- 230-20-150 Gambling receipts deposit required by all bona fide charitable and nonprofit organizations. [Order 74, § 230-20-150, filed 8/17/77; Order 57, § 230-20-150, filed 7/9/76; Order 42, § 230-20-150, filed 9/18/75; Order 38, § 230-20-150, filed 5/9/75; Order 23, § 230-20-150, filed 9/23/74; Order 5, § 230-20-150, filed 12/19/73, 1:25 p.m.] Repealed by 83-08-051 (Order 130), filed 4/1/83. Statutory Authority: RCW 9.46.070 (9), (12) and (14). Later promulgation, see WAC 230-12-020.
- 230-20-180 Sale and use of bingo cards. [Order 12, § 230-20-180, filed 2/14/74; Order 5, § 230-20-180, filed 12/19/73.] Repealed by 83-19-024 (Order 136), filed 9/13/83. Statutory Authority: RCW 9.46.030 (2) and (3) and 9.46.070 (11) and (14).
- 230-20-190 Bingo card prices. [Statutory Authority: RCW 9.46-070, 9.46.0209, 9.46.0237, 9.46.0205 and 9.46.075. 96-24-008 (Order 303), § 230-20-190, filed 11/21/96, effective 12/22/96. Statutory Authority: RCW 9.46.070. 95-12-051, § 230-20-190, filed 6/2/95, effective 7/3/95; Order 53, § 230-20-190, filed 5/25/76; Order 12, § 230-20-190, filed 2/14/74; Order 5, § 230-20-190, filed 12/19/73, 1:25 p.m.] Repealed by 03-21-065 (Order 425), filed 10/13/03, effective 1/1/04. Statutory Authority: RCW 9.46.070.
- 230-20-200 Use of numbered balls of various weights prohibited. [Order 9, § 230-20-200, filed 12/19/73, 1:26 p.m.; Order 5, § 230-20-200, filed 12/19/73, 1:25 p.m.] Repealed by 83-19-024 (Order 136), filed 9/13/83. Statutory Authority: RCW 9.46.030 (2) and (3) and 9.46.070 (11) and (14).
- 230-20-205 Numbers called to be displayed at bingo games. [Order 5, § 230-20-205, filed 12/19/73, 1:25 p.m.] Repealed by 83-19-024 (Order 136), filed 9/13/83. Statutory Authority: RCW 9.46.030 (2) and (3) and 9.46.070 (11) and (14).
- 230-20-210 Age limit for bingo. [Statutory Authority: RCW 9.46.070(10). 80-05-060 (Order 101), § 230-20-210, filed 4/21/80; Order 63, § 230-20-210, filed 12/3/76; Order 15, § 230-20-210, filed 4/17/74; Order 9, § 230-20-210, filed 12/19/73, 1:26 p.m.; Order 5, § 230-20-210, filed 12/19/73, 1:25 p.m.] Repealed by 00-01-002 (Order 379), filed 12/1/99, effective 1/1/00. Statutory Authority: RCW 9.46.070.
- 230-20-230 Free games for winners—Restrictions. [Statutory Authority: RCW 9.46.070. 99-11-078 (Order 371), § 230-20-230, filed 5/18/99, effective 7/1/99. Statutory Authority: RCW 9.46.070 (1), (8) - (11), (14), (16), (20). 96-07-078, § 230-20-230, filed 3/19/96, effective 7/1/96. Statutory Authority: RCW 9.46.070. 94-07-084 (Order 250), § 230-20-230, filed 3/16/94, effective 4/16/94; Order 53, § 230-20-230, filed 5/25/76; Order 12, § 230-20-230, filed 2/14/74; Order 5, § 230-20-230, filed 12/19/73, 1:25 p.m.] Repealed by 02-11-084 (Order 413), filed 5/16/02, effective 7/1/02. Statutory Authority: RCW 9.46.070.
- 230-20-245 Manner of conducting bingo—Equipment to be used. [Order 58, § 230-20-245, filed 8/17/76.] Repealed by 83-19-024 (Order 136), filed 9/13/83. Statutory Authority: RCW 9.46.030 (2) and (3) and 9.46.070 (11) and (14).
- 230-20-250 Bingo income limitations. [Order 60, § 230-20-250, filed 9/10/76; Order 53, § 230-20-250, filed 5/25/76; Order 45, § 230-20-250, filed 12/30/75; Order 9, § 230-20-250, filed 12/19/73, 1:26 p.m.] Repealed by Order 65, filed 1/7/77.
- 230-20-251 Comprehensive financial information to be filed. [Order 65, § 230-20-251, filed 1/7/77.] Repealed by 84-01-026 (Order 139), filed 12/12/83. Statutory Authority: RCW 9.46.070 (5), (6), (8), (10) and (11).
- 230-20-310 Raffle tickets—Consecutive numbering. [Order 5, § 230-20-310, filed 12/19/73, 1:25 p.m.] Repealed by 83-11-034 (Order 133), filed 5/16/83. Statutory Authority: RCW 9.46.070 (8) and (11).
- 230-20-320 All raffle tickets sold to be available for drawing. [Order 5, § 230-20-320, filed 12/19/73, 1:25 p.m.] Repealed by 83-11-034 (Order 133), filed 5/16/83. Statutory Authority: RCW 9.46.070 (8) and (11).
- 230-20-330 Presence requirement at raffle drawing. [Order 5, § 230-20-330, filed 12/19/73, 1:25 p.m.] Repealed by 83-11-034 (Order 133), filed 5/16/83. Statutory Authority: RCW 9.46.070 (8) and (11).
- 230-20-340 No more than \$1.00 per ticket may be charged to enter raffle. [Order 60, § 230-20-340, filed 9/10/76.] Repealed by 83-11-034 (Order 133), filed 5/16/83. Statutory Authority: RCW 9.46.070 (8) and (11).
- 230-20-380 Persons obtaining a special amusement game license to conduct activities only at limited locations. [Statutory Authority: Chapter 9.46 RCW. 87-07-038 (Order 165), § 230-20-380, filed 3/16/87. Statutory Authority: RCW 9.46.020 (1) and (23) and 9.46.070(1). 85-11-023 (Order 150), § 230-20-380, filed 5/13/85; Order 51, § 230-20-380, filed 4/30/76.] Repealed by 91-19-093 (Order 227), filed 9/18/91. Statutory Authority: RCW 9.46.070 and 9.46.0331.
- 230-20-605 Types of amusement games authorized. [Statutory Authority: RCW 9.46.070 and 9.46.0331. 91-19-093 (Order 227), § 230-20-605, filed 9/18/91, effective 10/19/91. Statutory Authority: RCW 9.46.070 (4), (11) and (14). 89-24-002 (Order 201), § 230-20-605, filed 11/27/89, effective 12/28/89. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-07-059 (Order 175), § 230-20-605, filed 3/15/88. Statutory Authority: RCW 9.46.070 (3), (8) and (11). 85-09-040 (Order 149), § 230-20-605, filed 4/15/85. Statutory Authority: RCW 9.46.070 (4), (7), (8) and (11). 83-06-077 (Order 127), § 230-20-605, filed 3/2/83. Statutory Authority: RCW 9.46.070(11). 82-13-054 (Order 121), § 230-20-605, filed 6/14/82.] Repealed by 94-01-036, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 9.46.070.
- 230-20-698 Electronic crane amusement games—Special authorization. [Statutory Authority: RCW 9.46.070. 90-24-005 (Order 218), § 230-20-698, filed 11/26/90, effective 12/27/90. Statutory Authority: RCW 9.46.070 (3)(11)(14) and 9.46.0201. 90-05-033 (Order 206), § 230-20-698, filed 2/14/90, effective 3/17/90.] Repealed by 91-19-093 (Order 227), filed 9/18/91. Statutory Authority: RCW 9.46.070 and 9.46.0331.
- 230-20-699 Special amusement game license—Test at limited locations. [Statutory Authority: RCW 9.46.070 (11) and (14). 89-17-056 (Order 196), § 230-20-699, filed 8/15/89, effective 9/15/89. Statutory Authority: RCW 9.46.070 (11), (14) and 9.46.0218 [9.46.0281]. 89-05-024 (Order 186), § 230-20-699, filed 2/13/89. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-09-021 (Order 176), § 230-20-699, filed 4/13/88.] Repealed by 91-03-063 (Order 219), filed 1/16/91, effective 2/16/91. Statutory Authority: RCW 9.46.070 and chapter 34.05 RCW.

**WAC 230-20-002 Shared facilities for bingo licenses—Separate management.** Charitable and nonprofit bingo licensees shall enter into a written agreement prior to sharing a facility to conduct bingo games. Bingo licensees in shared facilities shall meet the following requirements prior to operating in a shared facility.

**Notification to the director - written agreement.**

(1) A written notification to share facilities must be made to the director at least thirty days prior to operating bingo in a shared facility. The notification must include, at a minimum, the following information:

- (a) Name of all organizations sharing the facility;
- (b) Names and signatures of the highest ranking officer for each organization involved;
- (c) Copies of any written agreements between organizations; and
- (d) The method by which expenses will be shared.

**Requirements.**

- (2) Each bingo licensee sharing a facility shall maintain management over its own gambling activities.
- (3) Each licensee will be solely responsible for its individual records, inventory, management, equipment, and

operation of the gambling activities for which they hold a license.

(4) Each licensee must complete a separate quarterly activity report according to the gambling receipts and expenses it is responsible for under the terms of the written agreement between the licensees.

(5) Each licensee's head office or principal location defined in RCW 9.46.0205 must be located in the same county where the bingo game will be operated.

[Statutory Authority: RCW 9.46.070. 02-17-035 (Order 416), § 230-20-002, filed 8/13/02, effective 9/13/02.]

**WAC 230-20-005 Shared management and facilities for bingo licensees—Shared allocation of revenues and expenses.** Charitable and nonprofit bingo licensees may enter into a written agreement to share a facility and the management of bingo games. No more than three bingo licensees shall share a facility. Bingo licensees operating under shared management and facilities shall meet the following requirements prior to operating:

**Notification to the director - written agreement.**

(1) A written notification to share facilities must be made to the director, at least thirty days prior to operating in a shared facility. The notification must include, at a minimum, the following information:

- (a) The name of the lead organization and lead manager;
- (b) Name of all organizations sharing the facility;
- (c) Names and signatures of the highest ranking officer for each organization involved;
- (d) Copies of any written agreements between organizations; and
- (e) The method by which the gross gambling receipts, net income, expenses and prizes will be apportioned among the licensees conducting bingo.

**Management.**

(2) All managers of the bingo operation must be a bona fide member or employee of at least one of the participating organizations.

(3) Nonprofit gambling managers shall not participate in the operation of bingo games at more than one bingo facility.

**Accounting.**

(4) Records must be maintained by the lead organization, which clearly disclose the amount of money received and expended by the bingo operation. Records of expenses shall disclose for what purpose the money was spent.

(5) Each licensee must complete a separate quarterly activity report according to the percentage of gambling receipts and expenses it is responsible for under the terms of the written agreement contract between the licensees.

(6) Each licensee's head office or principal location defined in RCW 9.46.0205 must be located in the same county where the bingo game will be operated.

(7) A separate bank account must be established and maintained by the lead organization which will be used to deposit all proceeds from the bingo operation and pay all of the expenses in connection with the bingo operation, including, but not limited to, all payments of prizes.

(2007 Ed.)

(8) Each licensee is responsible to keep records of gambling proceeds received from the bingo operation and the use of those proceeds towards the stated purpose of the organization.

[Statutory Authority: RCW 9.46.070. 02-17-035 (Order 416), § 230-20-005, filed 8/13/02, effective 9/13/02.]

**WAC 230-20-010 Disclosure of prizes and rules.** All licensees shall inform all persons contemplating participation in bingo or amusement games of the cost to play, rules of play, and prizes available. Notification must be prior to requiring the player to make any payment for the opportunity to take part in the activity.

(1) Information that must be disclosed:

- (a) All costs to participate;
- (b) A complete list and description of all prizes available, and including any extra cost or conditions of ownership related to prizes;
- (c) The licensee's cost or the retail value for all noncash prizes that exceed five hundred dollars. If the retail value is disclosed, it must be identified as such by including an explanation such as "retail value" or "MSRP."
- (d) All rules by which such prizes may be won (house rules). If a bingo is determined to be valid, the operator must pay a prize which is equal to the prize set forth for that game. Disputes will be resolved in favor of the player if the bingo is valid;
- (e) Any contingencies that may change the cost to play or prizes available; and
- (f) Whether duplicate cards are in play.

(2) Disclosure shall be made by conspicuously posting or displaying signs upon the premises where the activity is operated. Disclosure may be made by signs or by printed flyers or handouts available at the premises;

(3) Any broadcast or published advertisements or other printed information distributed to the public which pertains to game schedules, prizes to be awarded at bingo games, or cost related to play must disclose if there are any contingencies which may result in changes to these terms: Provided, That advertised bingo prizes and game formats may be changed in case of inclement weather, natural disaster, or other unforeseen emergencies, if players are so informed prior to purchasing cards;

(4) In those cases where persons are able to pay for the opportunity to participate in the activity after the winner of any one of the prizes offered has been determined, the licensee shall remove each prize won from any display of prizes, and from any list of prizes which have been posted or displayed upon the premises where the activity is conducted, immediately upon the determination of the winner of that particular prize: Provided, That during a bingo session, players may be informed by use of the public address system and prominent display of the game name or number.

[Statutory Authority: RCW 9.46.070 and 9.46.120. 00-23-076 (Order 394), § 230-20-010, filed 11/17/00, effective 1/1/01. Statutory Authority: RCW 9.46.070. 93-13-062 (Order 240), § 230-20-010, filed 6/17/93, effective 7/18/93. Statutory Authority: RCW 9.46.070 (11) and (14). 88-17-050 (Order 182), § 230-20-010, filed 8/16/88. Statutory Authority: RCW 9.46.020 (1) and (10) and 9.46.070 (3), (11) and (14). 86-09-036 (Order 157), § 230-20-010, filed 4/11/86. Statutory Authority: RCW 9.46.070 (3), (8) and (11). 85-09-040 (Order 149), § 230-20-010, filed 4/15/85. Statutory Authority: RCW 9.46.070 (8) and (11). 83-11-034 (Order 133), § 230-20-

010, filed 5/16/83; Order 42, § 230-20-010, filed 9/18/75; Order 23, § 230-20-010, filed 9/23/74; Order 5, § 230-20-010, filed 12/19/73, 1:25 p.m.]

**WAC 230-20-015 Prize limits for raffles.** (1) No single raffle prize may exceed \$40,000. No group of raffle prizes given during any twelve month period may exceed \$80,000.

(2) The commission may permit a licensee to exceed these limits on specific occasions for good cause shown. Requests to exceed the limits shall be submitted to the commission in writing along with the application for licensing.

[Statutory Authority: RCW 9.46.070 (8) and (11). 83-10-002 (Order 132), § 230-20-015, filed 4/21/83.]

**WAC 230-20-050 Use of proceeds.** No part of the proceeds of any bingo game, raffle, or amusement game conducted by a bona fide charitable or bona fide nonprofit organization, except qualified agricultural fairs, shall be used for the benefit of any person other than the organization conducting the activity; except that if the activity is conducted by a licensee for the charitable benefit of a specific person or persons who have been listed as recipients of the proceeds, or a specified portion thereof, on the application for a license to conduct the activity, then the proceeds or specified portion thereof, may be used for the benefit of such specific person or persons so designated if commission approval has been obtained prior to the organization conducting the activity for that purpose.

[Statutory Authority: RCW 9.46.070. 03-21-065 (Order 425), § 230-20-050, filed 10/13/03, effective 1/1/04. Statutory Authority: RCW 9.46.070 (1), (8) - (11), (14), (16), (20). 96-07-078, § 230-20-050, filed 3/19/96, effective 7/1/96; Order 53, § 230-20-050, filed 5/25/76; Order 42, § 230-20-050, filed 9/18/75; Order 23, § 230-20-050, filed 9/23/74; Order 5, § 230-20-050, filed 12/19/73, 1:25 p.m.]

**WAC 230-20-055 Use of proceeds from authorized activities by charitable or nonprofit organizations.** All proceeds remaining after paying the necessary expenses of operating an activity authorized by RCW 9.46.0311 shall be used by the organization conducting the activity only for those purposes which are set out in RCW 9.46.0209 and as it may be amended and, if a commission licensee, only for those purposes disclosed to the commission in the application for a license.

[Statutory Authority: RCW 9.46.070. 96-07-076, § 230-20-055, filed 3/19/96, effective 7/1/96; Order 53, § 230-20-055, filed 5/25/76; Order 23, § 230-20-055, filed 9/23/74.]

**WAC 230-20-059 Minimum cash flow requirements for bingo games—Contributions to stated purpose—Sanctions.** Bingo shall be conducted only as a social pastime or for fund-raising to support the stated purpose(s) of a charitable or nonprofit organization. Organizations licensed to conduct bingo games shall comply with the following procedures and limitations:

#### **Contributions.**

(1) To ensure that organizations licensed to conduct bingo games meet the intent of RCW 9.46.010 and provide funds adequate to promote charitable and nonprofit programs, such organizations shall not allow their bingo operation to award prizes or pay expenses to conduct bingo games that are excessive and all capital expenditures for the bingo

operation that exceed six thousand dollars shall be specifically approved by the governing board.

An organization licensed to conduct bingo games shall ensure that the adjusted cash flow from the bingo operation available for its charitable and nonprofit programs is at least the following amount during each calendar year:

(a) For gross receipts above \$1,500,000 up to \$2,500,000 - 3% of gross receipts over \$1,500,000;

(b) For gross receipts above \$2,500,000 up to \$3,500,000 - \$30,000 plus 4% of gross receipts over \$2,500,000;

(c) For gross receipts above \$3,500,000 up to \$4,500,000 - \$70,000 plus 5% of gross receipts over \$3,500,000; and

(d) For gross receipts above \$4,500,000 - \$120,000 plus 6% of gross receipts over \$4,500,000.

(e) If the licensee does not operate for a full year, the requirements shall be prorated based on full quarters operated.

#### **Definitions.**

(2) The following definitions shall apply to this section:

(a) "Gross receipts" shall mean the combined gross gambling receipts from bingo, pull-tab and punch board activities.

(b) "Adjusted cash flow from the bingo operation" shall mean the combined gross income of the bingo operation less all prizes and expenses, whether paid or accrued. For the purposes of computing expenses, depreciation or amortization, shall not be considered an expense of the bingo operation.

(c) "Bingo operation" shall mean bingo games and all associated activities conducted in conjunction with bingo games at the same location including punch boards, pull-tabs, snack bar, retail sales activities, rental of the bingo premises and drawings authorized under WAC 230-20-242.

#### **Sanctions for failing to maintain a positive adjusted cash flow.**

(3) To ensure a licensee maintains a positive cash flow and is not operating primarily for gambling purposes, adjusted cash flow shall be measured quarterly. If a licensee does not maintain a positive cash flow from the bingo operation during any two consecutive calendar quarters, measured independently, the director shall summarily suspend the organization's bingo license.

#### **Sanctions for failing to meet adjusted cash flow requirements - relief.**

(4)(a) If a bingo licensee fails to meet the adjusted cash flow requirements of subsection (1) of this section for any calendar year, administrative action shall be taken to revoke the organization's bingo license: Provided, That if a licensee fails to meet the minimum adjusted cash flow requirements for any calendar year and has maintained a positive cash flow as required by subsection (3) of this section. The director shall automatically grant relief allowing a twenty-five percent reduction to the annual dollar amount of required adjusted cash flow in subsection (1) of this section, for the year in which the licensee is out of compliance;

(b) No organization granted relief under (a) of this subsection, shall be eligible to receive relief for any of the four

calendar years following the calendar year for which the relief was granted; and

(c) Relief may be granted under (a) of this subsection for the calendar year beginning January 1, 2003.

[Statutory Authority: RCW 9.46.070. 04-07-102 (Order 428), § 230-20-059, filed 3/17/04, effective 4/17/04; 03-11-040 (Order 419), § 230-20-059, filed 5/15/03, effective 6/30/03; 01-05-020 (Order 397), § 230-20-059, filed 2/9/01, effective 4/1/01. Statutory Authority: RCW 9.46.070, 9.46.0209, 9.46.0237, 9.46.0205 and 9.46.075. 96-24-008 (Order 303), § 230-20-059, filed 11/21/96, effective 12/22/96.]

**WAC 230-20-065 Licensed bingo manager required on premises.** All licensed bingo games must be operated under the supervision of a licensed bingo manager. The bingo manager must be on the premises at which the bingo game is licensed for operation, during all hours bingo games are conducted; however, a bingo manager is not required for bingo games operated:

- (1) At an authorized agricultural fair;
- (2) At a special event authorized by the commission;
- (3) Under RCW 9.46.0321; or
- (4) Under a Class A, B, or C bingo license.

[Statutory Authority: RCW 9.46.070 and 34.05.230. 01-01-016 (Order 396), § 230-20-065, filed 12/6/00, effective 1/6/01. Statutory Authority: RCW 9.46.070 (11) and (17). 81-21-032 (Order 113), § 230-20-065, filed 10/15/81.]

**WAC 230-20-070 Regulation of managers, operators, and other employees—Charitable or nonprofit organizations.** Charitable or nonprofit organizations shall closely supervise all persons involved in the conduct of all gambling activities operated to ensure all rules of the commission are followed. The following restrictions apply to managers, operators, and other employees:

#### **Amusement games and raffles.**

(1) **Amusement games and raffles.** No person other than a bona fide member of a qualified charitable or nonprofit organization shall take any part in the management or operation of, including the furnishing of equipment for amusement games, or work as an employee upon, amusement games or raffles conducted by that organization under a license from the commission: Provided, That for purposes of this section, performing functions that are not of a supervisory or management nature shall not be considered taking part in the operation of amusement games or raffles if:

- (a) Such functions are performed by:
  - (i) Employees of the organization, who are hired on a regular or part time basis, and who are employed primarily for purposes other than the conduct of such activities; or
  - (ii) Individuals who are volunteers, when they are under the supervision of a member and are not directly or indirectly compensated for such functions;

(b) The organization keeps records that will allow the commission to determine the amount of gross gambling receipts received from such activities and to identify individuals responsible for receiving and controlling such. Records shall include at least the following:

- (i) The full names, addresses, and phone numbers of employees and members involved in the activity; and
- (ii) The number of tickets issued, sold, or returned by each employee or member involved in raffle ticket sales.

(2007 Ed.)

(c) Any additional cost to administer raffles authorized under authority of this section is paid by the licensee.

#### **Bingo.**

(2) No person other than a bona fide member or an employee of a charitable or nonprofit organization shall take any part in the management or operation of bingo games conducted under a license issued by the commission, and no licensee shall allow any person not one of its members or employees to do so.

(a) No person other than a bona fide member of a charitable or nonprofit organization operating without a license under RCW 9.46.0321 shall take any part in the management or operation of bingo conducted by that organization and no such organization shall allow any person not one of its members to do so.

(b) No person who takes any part in the management or operation of a bingo game conducted by one licensee shall take any part in the management or operation of any bingo game conducted by any other organization, or any other branch of the same organization except under the following conditions:

(i) A person participating in the conduct of bingo games by one Class A, B, or C licensee may also participate in the conduct of bingo games by other Class A, B, or C licensees on a voluntary basis only when such person receives no remuneration for services to other licensees and when the requirements of (c) of this subsection are satisfied;

(ii) A person participating in the operation of bingo games conducted by one licensee under any class of license may also participate in the operation of bingo games conducted by other licensees under any class of bingo license, but only when that person has no managerial or supervisory responsibilities in connection with the operation of bingo activities by any licensee and when the requirements of (c) of this subsection are satisfied. An assistant gambling manager, as defined by WAC 230-04-145(6), shall not be deemed a person having managerial or supervisory responsibilities for the purpose of this section and may participate as an hourly employee in the bingo operations of other bingo licensees; or

(iii) A person managing or taking part in the operation of a shared bingo operation as authorized by chapter 230-005 WAC.

(c) No licensee shall allow any person to take any part in the management, supervision or operation of a bingo game except in conformance with this rule.

#### **Agricultural fairs.**

(3) Certain premises excepted. The limitations set forth above in subsections (1) and (2) of this section shall not apply to qualified agricultural fairs conducting amusement games or bingo.

[Statutory Authority: RCW 9.46.070. 02-17-035 (Order 416), § 230-20-070, filed 8/13/02, effective 9/13/02. Statutory Authority: RCW 9.46.070 (1), (11), (14), (17) and (19). 97-11-020, § 230-20-070, filed 5/13/97, effective 7/1/97. Statutory Authority: RCW 9.46.070. 95-09-062 (Order 268), § 230-20-070, filed 4/18/95, effective 5/19/95. Statutory Authority: RCW 9.46.-070, 9.46.0205, 9.46.0277, 9.46.0315, 9.46.0321 and 9.46.0331. 93-17-098 (Order 243), § 230-20-070, filed 8/17/93, effective 1/1/94. Statutory Authority: RCW 9.46.070 (8) and (17). 83-23-055 (Order 138), § 230-20-070, filed 11/15/83. Statutory Authority: RCW 9.46.070(10). 80-03-060 (Order 99), § 230-20-070, filed 2/25/80; Order 68, § 230-20-070, filed 4/25/77; Order 65,

§ 230-20-070, filed 1/7/77; Order 53, § 230-20-070, filed 5/25/76; Order 29, § 230-20-070, filed 1/23/75; Order 14, § 230-20-070, filed 3/27/74; Order 5, § 230-20-070, filed 12/19/73, 1:25 p.m.]

**WAC 230-20-090 Limits on compensation paid to members or employees.** Compensation paid to persons employed to manage, operate or otherwise work at licensed bingo games shall not be in excess of that which is reasonable under the local prevailing wage scale.

Compensation paid to any person, including but not limited to, members and regular employees, shall not be in excess of that which is reasonably based upon the local prevailing wage scale, or local salary scale for a similar position.

Provided, That this rule shall not be construed to allow the payment of any wages in unlicensed bingo games conducted pursuant to chapter 9.46 RCW.

[Statutory Authority: RCW 9.46.070, 95-12-051, § 230-20-090, filed 6/2/95, effective 7/3/95; Order 53, § 230-20-090, filed 5/25/76; Order 5, § 230-20-090, filed 12/19/73, 1:25 p.m.]

**WAC 230-20-101 Income from bingo games—Receipting required.** All income from bingo games shall be accounted for by the licensee at the time the income is received. Each individual player shall be issued a receipt at the time of payment for the amount paid to participate in each game or set of games. This receipt shall be retained by the player as evidence that the number of cards being played have been properly purchased. Authorized methods of receipting bingo income are specific to certain license classes as follows:

(1) Class A, B, and C bingo licensees, organizations conducting bingo under the provisions of RCW 9.46.0321, and bingo activities conducted at a qualified agricultural fair may utilize the method set forth in WAC 230-08-015 or any method set forth in subsection (2) of this section; and

(2) Class D and above shall utilize the methods set forth in WAC 230-20-104, 230-20-105, 230-20-106, 230-20-107, or 230-20-108, as applicable.

[Statutory Authority: RCW 9.46.070 (1), (8) - (11), (14), (20), 96-13-067 (Order 293), § 230-20-101, filed 6/18/96, effective 7/19/96. Statutory Authority: RCW 9.46.070, 94-01-034, § 230-20-101, filed 12/6/93, effective 1/6/94; 90-24-005 (Order 218), § 230-20-101, filed 11/26/90, effective 12/27/90.]

**WAC 230-20-102 Bingo prizes—Record of winners.** All payments of prizes for bingo games shall be accounted for and documented in a manner that affords independent verification of the amount paid and the fact of distribution to winners: Provided, That Class A and B bingo licensees, organizations conducting bingo under the provisions of RCW 9.46.0321, and bingo activities conducted at a qualified agricultural fair are exempt from all portions of this rule if the requirements of WAC 230-08-015 are followed. Payment of all prizes shall be documented using the following procedures:

(1) A prize receipt shall be completed for each prize awarded at bingo games: Provided, That merchandise prizes with a cost or fair market value of fifteen dollars or less may be receipted on a single log sheet as allowed in subsection (4) of this section. The following minimum information shall be recorded for each prize awarded:

(a) The date;

(b) The game number;

(c) The complete name and address of the winner. The following provision does not apply to linked bingo prizes: Provided, That an address of the winner is not required if prizes greater than \$300 are paid by check or a combination of cash or check and:

(i) Checks are drawn on the licensee's gambling bank account;

(ii) Checks are made payable only to the winner: Provided, That checks for prizes won by players under age eighteen may be made payable to the guardian or immediate family member accompanying the player;

(iii) The game number and prize receipt number are notated on the check;

(iv) Checks used are of a type that provides a duplicate copy. The copies become a part of the daily bingo records and must be maintained as such;

(v) All original checks are returned by the bank to the licensee. Original checks shall be available for inspection upon demand by the commission; and

(vi) Checks drawn on the licensee's gambling account are not cashed or otherwise redeemed by the licensee or on the licensee's premises.

(d) The dollar amount of the prize or the licensee's cost of noncash prizes;

(e) A full description of all noncash prizes;

(f) The check number, if any portion of the prize is paid by check; and

(g) The initials of the bingo worker making the payout and the cashier making the payment.

(2) Prize receipts shall be consecutively issued in an ascending order. Prize receipts bearing a number below the highest number issued during a session shall be voided and retained with the daily records.

(3) The original of each prize receipt shall be given to the winner and a duplicate copy shall be retained by the licensee as a part of its records for a period of not less than three years.

(4) Merchandise prizes with a cost or fair market value of fifteen dollars or less may be receipted on a merchandise prize receipt log. A separate merchandise prize receipt log shall be maintained for each session used, and retained as a part of the bingo daily records. At a minimum, the following information must be recorded on the log:

(a) The date and session;

(b) The game number;

(c) The complete name of the winner printed;

(d) The cost of the prize or fair market value of the prize if donated;

(e) A full description of the prize;

(f) The initials of the person distributing the prize; and

(g) The criteria for awarding the prizes.

(5) Prize receipts shall be printed by a commercial printer and meet the following standards:

(a) Manufactured of two-part, self-duplicating paper that provides for an original and a duplicate copy;

(b) Imprinted with the name of the licensee and a consecutive ascending number that does not repeat in at least 100,000 occurrences: Provided, That Class E and smaller licensees may utilize receipts that are not imprinted with the licensee's name and which the consecutive number does not repeat in at least 1,000 occurrences; and



(c) Provide space for the licensee to record the information required by subsection (1) above.

(6) All prize receipts purchased or otherwise obtained must be accounted for by the licensee. Prize receipts purchased or otherwise obtained by the licensee shall be documented on a vendor's invoice. This invoice, or a photocopy thereof, shall be maintained on the premises and available for inspection by commission staff. The following information shall be documented on the purchase invoice:

- (a) Name of the vendor;
- (b) Name of the purchasing organization;
- (c) Date of purchase;
- (d) Number of receipts purchased; and
- (e) The beginning and ending receipt number.

(7) Licensees may establish an accrued prize fund for any game or set of games that have a progressive prize or offer a jackpot prize if special conditions are met during the game. Contributions to the accrued prize fund shall be treated as prizes awarded during the current session if the following conditions are met:

(a) Each game or set of games that offers a prize included in the accrued prize fund must be identified by the licensee prior to making contributions for such games;

(b) The licensee shall maintain a record, in an approved format, of all such games with at least the following information:

- (i) The name of the game or set of games;
  - (ii) The sessions at which the game or set of games is played;
  - (iii) The game number(s) at each of the sessions the game or set of games is played;
  - (iv) The amount that will be added to the accrued prize fund each time the game or set of games is played;
  - (v) A description of how the contribution amount was determined;
  - (vi) The maximum accrued prize fund balance that will be reached for all games; and
  - (vii) The date of the most recent changes to this record;
- (c) Prize receipts will be issued only when the prize is actually awarded;

(d) Once an election is made to accrue prizes for a particular game or set of games, the predetermined contribution amount must be added to the accrued prize fund each time the game or set of games is played, until the accrued prize fund reaches the maximum balance;

(e) Once the maximum is reached, no contributions will be made until the accrued prize fund balance has been decreased for a prize paid;

(f) Full details of accrued prizes outstanding at the end of each calendar quarter will be furnished on the licensee's activity report;

(g) A reconciliation of the prize fund shall be made on each "Daily summary - Cash control" record;

(h) The amount of prize accrued shall be deposited in the gambling receipts account per WAC 230-12-020;

(i) The balance of the gambling receipts banking account shall not be reduced at any time below the amount of prizes accrued and currently being offered: Provided, That accrued prizes may be transferred to a special bank account, for this purpose, if the balance is maintained at a level equal to or

greater than the amount of prizes accrued and currently being offered;

(j) At no time shall the total accrued prize balance exceed two times the total amount of prizes available on the games identified in (a) of this subsection; and

(k) The accrued prize fund shall not be utilized for any purpose other than accumulating bingo prizes and the balance shall not be reduced except under the following circumstances:

- (i) When prizes are actually awarded;
- (ii) If management elects to discontinue games for which prizes were accrued. In this event, the operator shall amend all activity reports and tax returns that are affected by the action and which have been filed.

(8) Contributions made to an approved linked bingo prize shall be deposited into a separate account from the licensee's main gambling receipts account and shall be treated as prizes awarded during the session accrued.

(9) Linked bingo main and bonus prizes awarded during a session may not be treated as a prize awarded during the current session.

[Statutory Authority: RCW 9.46.070, 98-24-090 (Order 369), § 230-20-102, filed 12/1/98, effective 1/1/99; 98-19-131 (Order 364), § 230-20-102, filed 9/23/98, effective 1/1/99. Statutory Authority: RCW 9.46.070 (1), (11), (14), 98-04-024, § 230-20-102, filed 1/28/98, effective 7/1/98. Statutory Authority: RCW 9.46.070, 9.46.0209, 9.46.0237, 9.46.0205 and 9.46.075, 96-24-008 (Order 303), § 230-20-102, filed 11/21/96, effective 12/22/96. Statutory Authority: Chapter 9.46 RCW, 91-21-053 (Order 228), § 230-20-102, filed 10/15/91, effective 11/15/91. Statutory Authority: RCW 9.46.070, 90-24-005 (Order 218), § 230-20-102, filed 11/26/90, effective 12/27/90.]

**WAC 230-20-103 Bingo cards to be sold upon the premises—Exceptions.** Bingo cards shall be sold upon the licensed premises during or immediately preceding the session for which the cards are intended for play: Provided, That licensees may sell an entry guarantee to persons desiring to reserve the right to participate in special bingo games. Such shall not be deemed sales of bingo cards for purposes of this title if licensees comply with the following restrictions:

(1) Tickets shall not be sold prior to sixty days in advance of the event;

(2) Tickets must be used to document the sale of an entry guarantee. The following procedures and requirements apply to tickets used to document sale of entry guarantees:

(a) All requirements of WAC 230-20-101 (2)(a), (b), (c), and (d) shall be followed; and

(b) The following information must be imprinted on the tickets:

- (i) The name of the organization sponsoring the event;
- (ii) The time, date, and location of the event;
- (iii) The total number of tickets available for the event;
- (iv) The value of the ticket; and
- (v) Any conditions or contingencies related to redemption of the ticket, refunds, or cancellation of the event;

(3) The licensee shall record the name, mailing address, and phone number of each person purchasing an entry guarantee;

(4) The number of tickets sold shall not exceed the seating capacity of the premises;

(5) The value of an entry guarantee ticket shall not exceed fifty percent of the minimum "buy-in" for the event;

(6) Entry guarantee tickets shall be controlled as follows:

(a) All unaccounted for tickets shall be treated as a cash shortage at the redemption value;

(b) A record shall be maintained of all ticket disbursements;

(c) Tickets shall only be redeemed for bingo cards upon the licensed premises during the session noted on the ticket;

(d) Tickets redeemed for bingo cards shall be immediately cancelled by use of a hand stamp that imprints "REDEEMED" on each ticket;

(e) Tickets redeemed shall be treated as gross gambling receipts for bingo at the session they are redeemed, and the daily bingo records shall be modified in the cash reconciliation section of the approved record format to document the number and dollar value of tickets redeemed; and

(f) Gross receipts from the sale of tickets shall be deposited separately into the gambling account no later than two banking days after receipt. The ticket numbers relating to the funds deposited shall be a part of the deposit record;

(7) An event may be cancelled any time prior to the start of the scheduled bingo session. When an event is cancelled, the following procedures must be followed:

(a) The entire purchase price of the tickets must be refunded to the customer;

(b) All refunds must be made by check payable to the ticket purchaser. The ticket number must be recorded on the check; and

(c) The check must be mailed to the customer no later than three days following cancellation of the event;

(8) Licensees must refund the entire purchase price to a customer requesting such prior to the start of the scheduled bingo session. The following procedures and restrictions apply to refunds:

(a) Refunds must be made no later than thirty days following the event. After thirty days, all unredeemed tickets shall be considered void and recorded as contributions to the organization;

(b) All refunds must be made by check payable to the ticket purchaser. The ticket number must be recorded on the check;

(c) The person receiving the refund shall sign the back of the ticket; and

(d) All refunded tickets shall be retained as a part of the records for the event.

(9) Bingo licensees may sell gift certificates to persons desiring to give them to a potential player for use at a future date. The requirements set forth in WAC 230-20-115 apply when selling gift certificates.

[Statutory Authority: RCW 9.46.070 (1), (8) - (11), (14), (16), (20). 96-07-078, § 230-20-103, filed 3/19/96, effective 7/1/96. Statutory Authority: RCW 9.46.070. 94-16-008 (Order 254), § 230-20-103, filed 7/20/94, effective 8/20/94.]

**WAC 230-20-104 Cash register method of receipting bingo income.** A cash register receipt may be used to document receipt of bingo income as long as the following requirements and standards are met:

#### **Standards.**

(1) Cash registers used must perform the following functions or meet the following standards:

(a) Have sufficient keys to record separately each type of sale as required by WAC 230-08-080;

(b) Store and compute a total for each type of sale recorded and must be capable of providing such upon request;

(c) The memory unit of electronic cash registers must retain all transactions recorded during a session, regardless of whether or not its power source is interrupted;

(d) Record all transactions, customer receipt numbers, and control totals on the internal tape retained in the cash register. The internal tape, showing these transactions, shall be retained with the daily records of the licensee for a period of not less than three years; and

(e) The cash register must assign and imprint on the customer receipt and internal tape a minimum four-digit consecutive number for every sales transaction processed. This numbering system must be of a type that can only be reset by service personnel and does not return to zero at the conclusion of any period of use or power interruption: Provided, That a cash register not meeting the requirements of this subsection but having adequate alternative control features may be used if written commission approval is received before use; and

(f) Cash registers used to record receipts for Class D and above licensees shall also imprint a minimum three-digit consecutive number on the customer receipt and internal tape to notate each time transactions are totaled or when a set of transactions are totaled and closed: Provided, That a cash register not meeting the requirements of this subsection but having adequate alternative control features may be used if written commission approval is received before use;

#### **Customers receipts.**

(2) The customer receipt must be imprinted with the following information:

(a) The name of the licensee operating the activity;

(b) The date;

(c) The amount of money paid for the opportunity to play each type of game;

(d) The total amount of money paid; and

(e) The consecutive customer receipt number;

#### **Retention.**

(3) All cash register receipts for voids, overrings, returns, "no sales" and any other receipts not issued to a player must be retained with the daily bingo records;

(4) The internal cash register tapes from all uses other than bingo income receipting shall be retained by the licensee for not less than three years and be available for commission staff review upon request.

#### **Shared bingo facilities.**

(5) A cash register may be used by multiple bingo licensees sharing a facility when the following information is recorded on a cash register use log:

(a) Name of the organization using the register;

(b) Name and signature of the cashier at the end of use;

(c) Beginning and ending transaction numbers;

(d) Date; and

(e) Beginning and ending time.

[Statutory Authority: RCW 9.46.070. 02-17-035 (Order 416), § 230-20-104, filed 8/13/02, effective 9/13/02. Statutory Authority: RCW 9.46.070 (1), (8) - (11), (14), (20). 96-13-067 (Order 293), § 230-20-104, filed 6/18/96, effective 7/19/96.]

**WAC 230-20-105 Ticket method of receipting bingo income.** Tickets may be used for receipting of bingo income received under the following conditions:

(1) All tickets must be manufactured by a commercial printer and imprinted with the following information:

(a) A consecutive number of at least four digits: Provided, That Class F and above licensees must utilize tickets with numbers that do not repeat in at least 99,999 occurrences;

(b) The dollar value or the amount of money represented by each ticket on a roll shall represent the same specific amount of money; and

(c) Class F and above bingo licensees - The name of the licensee operating the bingo game;

(2) Use of tickets for receipting bingo income is restricted as follows:

(a) Any class of licensee - Tickets may be used to receipt for games authorized by WAC 230-20-242(1);

(b) Class E and below licensees - Tickets may be used to receipt for the following games:

(i) Games utilizing hard cards; and

(ii) Bonus games as described in WAC 230-20-246 (8)(c); and

(c) Class F and above licensees - Tickets may be used to receipt for bonus games as described in WAC 230-20-246 (8)(c) when a part of a combination receipting method set forth in WAC 230-20-108;

(3) All tickets utilized by Class F or above licensees must be purchased from a licensed distributor or manufacturer;

(4) Tickets shall be issued consecutively from each roll, starting with the lowest numbered ticket;

(5) All tickets purchased or otherwise obtained must be accounted for by the licensee. If purchased from a commercial business or licensed distributor, documentation must be on the sales invoice. This invoice, or a photocopy, shall be maintained on the premises and available for inspection. The following information shall be documented on the sales invoice for each roll of tickets purchased:

(a) Name of distributor;

(b) Name of purchasing licensee;

(c) Date of purchase;

(d) Number of rolls of tickets purchased; and

(e) The color, dollar value, total number of tickets, and beginning ticket number for each roll;

(6) An inventory record, in a format prescribed by the commission, shall be maintained for all tickets on the premises used for income receipting of any type or for conducting bingo games authorized by WAC 230-20-242. All information regarding any tickets received by a licensee shall be entered in the inventory record before the beginning of the next bingo occasion. The following information must be recorded for each roll of tickets:

(a) The date each roll of tickets is purchased or obtained by the licensee;

(b) The purchase invoice number;

(c) The color;

(d) The dollar value of the tickets;

(e) The beginning ticket number;

(f) The total number of tickets on each roll; and

(g) The initials of the individual making the entry into the inventory record;

(7) The licensee shall record the following information for each separate roll of tickets in the daily records for each bingo session:

(a) The color;

(b) The value of each ticket;

(c) The lowest numbered ticket issued as a receipt;

(d) The highest numbered ticket issued as a receipt; and

(e) The total gross receipts from the game;

(8) Any ticket, not issued as a receipt during a session, that bears a number falling below the highest numbered ticket issued during that session, shall not be used to receipt for any type of income by the licensee and must be retained by the licensee as a part of its daily records; and

(9) No licensee shall have tickets that are the same color and imprinted with the same ticket number on its premises.

[Statutory Authority: RCW 9.46.070 (1), (8) - (11), (14), (20). 96-13-067 (Order 293), § 230-20-105, filed 6/18/96, effective 7/19/96.]

**WAC 230-20-106 Electronically generated bingo card method of receipting bingo income.** Electronically generated bingo cards may be used to document receipting of bingo income: Provided, That if the sales transaction and issuance of cards to the customer are not completed and documented concurrently, the combination receipting method authorized in WAC 230-20-108 must be used. If electronically generated bingo cards are used as receipts, the following conditions must be met:

(1) For purposes of this title, "electronically generated bingo cards" means bingo cards or faces whose specific numbers or symbols and the sequence in which the numbers or symbols are arranged on the cards or faces has been predetermined by a licensed manufacturer and stored in electronic storage devices or data bases and accessed by computer;

(2) All cards must be printed on the premises of the licensed bingo operator, during the occasion in which the cards are intended for use, by means of a printer interfaced with the computer, and meet the requirements of WAC 230-20-240;

(3) If printed prior to the time of sale to a player, cards or sheets of cards must be sold consecutively at each individual sales point, beginning with the lowest card, sheet, or transaction number assigned. Cards or sheets of cards, which are not issued consecutively during a session, that have an audit number that is lower than the highest audit number issued as a receipt must be retained by the licensee as a part of their daily bingo records for at least one year;

(4) Requirements of WAC 230-20-192 (3) and (12) apply to these cards;

(5) Cards used in player selection games, authorized by WAC 230-20-241, must be printed on two-part, self-duplicating paper and include an original and a duplicate copy: Provided, That a single copy card may be used if all data imprinted on the card is either imprinted on a continuous printed transaction journal retained in the card generating device or stored in the computer data base and printed out at

the end of each session. The original must be given to the player and the duplicate copy will be retained by the operator as a part of the daily bingo records;

(6) All transactions recorded during a bingo session must be summarized and printed in the form of a permanent record at the end of each session. This record shall provide the following information:

- (a) The beginning and ending card number;
- (b) The beginning and ending transaction number;
- (c) The total number of cards sold;
- (d) The total number of sales transactions;
- (e) The total dollar amount of sales for each type of sale;
- (f) The total dollar amount of sales; and
- (g) The number and dollar amount of all voids, over-rings, or sale returns;

(7) All electronically generated cards or sheets of cards must be imprinted with an audit system that includes at least the following information:

(a) Each card must be assigned a card number, as defined by WAC 230-20-192 (2)(b);

(b) Each sheet of cards must be assigned a consecutive transaction number that does not repeat in less than 999,999 transactions;

- (c) The name of the licensee operating the activity;
- (d) The time and date of the transaction;
- (e) The game number;
- (f) The amount of money paid for the opportunity to play each game: Provided, That if the combination receipting method authorized by WAC 230-20-108 is used to receipt for income, the customer receipt number may be substituted for this requirement;

- (g) The total amount of money paid; and
- (h) The numbers and symbols and the card number assigned by the manufacturer or, if printed for use in "player selection games" authorized by WAC 230-20-241, the bingo numbers selected by the player;

(8) An electronic device used to store bingo cards and interface with a printer for providing such to players must contain the following controls:

(a) A record of all transactions occurring during a session must be retained in memory until the transactions have been totaled, printed, and cleared by the operator, regardless of whether or not the unit's primary power source is interrupted;

(b) The ability to compute a total of all transactions occurring during the current session and to print out such upon request;

(c) The circuitry and programs that maintain and control the time and date of sale and transaction number, must be secured in a manner that prohibits change or resetting except by the manufacturer or qualified service personnel. A detailed record, supported by service documents shall be retained for each service call involving a change of the time, date, or transaction number; and

(d) The electronically stored bingo cards must be secured in a manner that prevents an operator or player from modifying them. Cards issued to a player shall not be exchanged, transferred, refunded, or the price modified in any manner after completion of the sales transaction. Cards must be stored on erasable programmable read only memory (EPROM), compact disc read only memory (CDROM), write

once read many disc drives (WORM), or other systems approved by the commission.

[Statutory Authority: RCW 9.46.070 (1), (8) - (11), (14), (20). 96-13-067 (Order 293), § 230-20-106, filed 6/18/96, effective 7/19/96.]

**WAC 230-20-107 Disposable (throwaway) bingo card method for receipting bingo income.** The disposable bingo card method must be used to receipt for bingo income when disposable bingo cards are used. When utilizing the disposable bingo card method, the following requirements must be met:

(1) Cards must meet all requirements of WAC 230-20-192;

(2) The inventory control record required by WAC 230-08-105 must be completed;

(3) Cards or sheets of cards intended for playing a single game, including on-the-way games - the following shall be recorded for each set of cards:

- (a) Serial number;
- (b) The color and/or border pattern;
- (c) The value of each card or sheet;
- (d) The lowest consecutive card or sheet number issued as a receipt;
- (e) The last card or sheet number issued as a receipt;
- (f) Missing cards or sheets per the manufacturer's packing record;
- (g) The number of cards returned and not issued;
- (h) The number of cards issued as receipts; and
- (i) The total gross gambling receipts from all cards issued as receipts;

(4) Packets sold and intended for playing a defined set of games within a session - the following shall be recorded for each set or collation of packs or packets of cards:

- (a) The serial number of the top sheet or page of the packet;
- (b) The color and/or border pattern of the top sheet or page of the packet;
- (c) The lowest consecutive card, sheet, or packet number for the first packet issued as a receipt;
- (d) The card, sheet, or packet number of the last or highest packet issued as a receipt;
- (e) The number of packets issued as receipts;
- (f) The number of packets returned and not issued;
- (g) Missing packets per the manufacturer's packing record;
- (h) The value of each packet; and
- (i) The total gross receipts from all packets issued as receipts;

(5) Each disposable card, or sheet or packet of cards, from the same set or collation shall be consecutively issued at each individual sales point. Each card, or sheet or packet of cards, which were not issued consecutively during a session, and the audit number is lower than the highest audit number issued as a receipt, shall be retained by the licensee for a period of not less than one year: Provided, That cards, or sheets or packets of cards, required by this subsection to be retained may be sold at the next bingo session that the specific set of cards is used: Provided further, That unsold cards issued to an operator for the purpose of being sold for a linked bingo prize may be returned to the linked bingo prize provider and stored for a period of six months or until they have

been examined and approved by commission staff for destruction, whichever is less: Provided further, That unopened blocks of two hundred fifty cards may be reissued; and

(6) Disposable cards issued for each type of sale shall be recorded separately as required by WAC 230-08-080. When more than one card or sheet number appears on a sheet of cards, the audit system designated by the manufacturer shall be used to determine the beginning and ending number sold. Each time the numbering of the sheets breaks in the set, a separate entry shall be made in the records.

[Statutory Authority: RCW 9.46.070. 98-24-090 (Order 369), § 230-20-107, filed 12/1/98, effective 1/1/99. Statutory Authority: RCW 9.46.070 (1), (8) - (11), (14), (20). 96-13-067 (Order 293), § 230-20-107, filed 6/18/96, effective 7/19/96.]

**WAC 230-20-108 Combination receipting method of receipting bingo income—Procedures.** A system utilizing a combination of cash register receipting and another approved method of receipting may be used to receipt for bingo income. The following conditions and procedures apply to the use of the combination receipting method:

(1) This method must be used by Class F and above licensees receipting for bingo income from the following types of sales:

- (a) Disposable bingo card packets;
- (b) Disposable bingo card sheets from a set of bingo cards divided into subgroups;
- (c) Electronically generated bingo cards, if sales transactions and issuance of cards are not completed and documented concurrently; and
- (d) Bonus games as described in WAC 230-20-246 (8)(c);

(2) All requirements for cash register receipting set forth in WAC 230-20-104 shall be followed;

(3) If receipting for the sale of disposable bingo cards:

(a) All requirements of WAC 230-20-107 must be followed;

(b) Each packet of cards from a collation of bingo card packets or each sheet of cards from a set of bingo card sheets shall be consecutively issued at each individual sales point. Each packet, sheet of cards, or card which was not issued consecutively during a session, and whose audit number is lower than the highest audit number issued, shall be retained by the licensee for a period of not less than one year: Provided, That if collations or sets are divided into subgroups as authorized by WAC 230-08-105(5), then packets or sheet of cards within each subgroup must be issued consecutively from each subgroup: Provided further, That packets or sheets of cards required to be retained by this subsection may be sold during the next bingo session that the specific collation or series is used; and

(c) The information required by WAC 230-08-105 must be recorded in the inventory control record; and

(d) The totals from the transaction record shall be carried forward to the "daily bingo summary" and reconciled to sales per the cash register record;

(4) If receipting for electronically generated bingo cards:

(a) All requirements of electrically generated bingo card receipting as set forth in WAC 230-20-106 must be followed; and

(b) The totals from the transaction record shall be carried forward to the "daily bingo summary" and reconciled to sales per the cash register record; and

(5) If receipting for bonus games as described in WAC 230-20-246 (8)(c):

(a) All requirements of ticket receipting as set forth in WAC 230-20-105 must be followed;

(b) Tickets must be issued consecutively from each sales point. Tickets at each sales point with audit numbers lower than the highest ticket issued at that sales point shall be retained as a part of the daily bingo records for a period of not less than one year; and

(c) The totals from the transaction record shall be carried forward to the "daily bingo summary" and reconciled to sales per the cash register record.

[Statutory Authority: RCW 9.46.070 (1), (8) - (11), (14), (20). 96-13-067 (Order 293), § 230-20-108, filed 6/18/96, effective 7/19/96.]

**WAC 230-20-115 Gift certificates.** Bingo operators may award gift certificates as bingo prizes or sell certificates to their customers under the following conditions:

(1) **Standards for gift certificates.** Gift certificates must be purchased from a commercial printer or licensed distributor and have the following information printed on them:

- (a) A predetermined certificate number;
- (b) A predetermined dollar value;
- (c) The name of the organization issuing the certificate; and
- (d) Any conditions or contingencies related to the redemption of the certificate.

(2) **Awarding gift certificates as bingo prizes.** When gift certificates are awarded as bingo prizes:

- (a) The certificates must be issued consecutively;
- (b) The value of the certificates cannot exceed fifty dollars per bingo prize;
- (c) The certificates cannot be issued exclusively for punch boards or pull-tabs;
- (d) The value of each gift certificate must be recorded as a bingo prize in the daily bingo records, under the session awarded; and
- (e) The bingo prize receipt for the certificate must be kept with the daily bingo records.

(3) **Selling gift certificates to customers.** When gift certificates are purchased by customers:

- (a) The certificates must be issued consecutively;
- (b) The certificates must be paid for in full at the time of purchase; and

(c) All funds collected by the bingo operator must be deposited separately into the gambling account within five banking days. Each gift certificate number must be included with the deposit record.

(4) **Redeemed gift certificates:**

(a) Redeemed certificates must be kept with the corresponding bingo daily sales records;

(b) Gift certificates redeemed for bingo cards will not be considered sales of bingo cards; and

(c) The dollar value and number of certificates redeemed must be recorded in the cash reconciliation section of the daily bingo records.

(5) A **monthly reconciliation** of gift certificate inventory to certificates issued is required and must include the following controls:

(a) A gift certificate inventory log, which includes the following:

- (i) Certificate number;
  - (ii) Dollar value of each certificate;
  - (iii) Date the certificate was sold or awarded as a bingo prize; and
  - (iv) Date the certificate was redeemed;
- (b) Purchase invoices, which must include the:
- (i) Name of the organization;
  - (ii) Date the gift certificates were purchased; and
  - (iii) Beginning and ending numbers on the gift certificates.

[Statutory Authority: RCW 9.46.070. 05-07-106 (Order 442), § 230-20-115, filed 3/18/05, effective 7/1/05; 99-11-078 (Order 371), § 230-20-115, filed 5/18/99, effective 7/1/99. Statutory Authority: RCW 9.46.070 (1), (11), (14), 98-04-024, § 230-20-115, filed 1/28/98, effective 7/1/98. Statutory Authority: RCW 9.46.070 (1), (8), (11), (14), (16) and (20). 97-09-072, § 230-20-115, filed 4/22/97, effective 7/1/97. Statutory Authority: RCW 9.46.070 (1), (8) - (11), (14), (16), (20). 96-07-078, § 230-20-115, filed 3/19/96, effective 7/1/96.]

**WAC 230-20-130 Operation of bingo upon retail business—Conditions.** (1) Bingo games shall not be operated upon a premises part of a retail sales or service business catering to the public except:

(a) When the room or other portion of the premises in which the bingo games are being conducted is separate and apart from the portion being used for the retail sales or service business. The area of the premises being used for bingo shall be separated from the area of the premises being used for the retail business, at minimum, by a transparent or solid barrier not less than seven feet high with no more than two openings between the two areas. Each such opening shall be no more than six feet in width; or

(b) When the business is closed to the public at all times during which the bingo games are conducted on the premises; or

(c) When the bingo games are being conducted upon the premises of a bona fide charitable or bona fide nonprofit organization which is not also being used for a profit seeking business.

(2) In all cases the bingo operator must have, and exercise, complete control over that portion of the premises being used for bingo, at all times said games are being played: Provided, however, That at all times when the sale, service or consumption of intoxicating liquor is permitted in said portion of the premises, the responsibility for compliance with liquor laws and regulations shall also be that of the liquor licensee or permittee.

(3) The operator of a retail sales or service business shall limit his operation of pull-tabs to that portion of the premises actually being used for such retail business and open to the public. He shall not operate pull-tabs in the area of the premises being used by a bona fide charitable or bona fide nonprofit organization to conduct bingo. The retail operator shall not be deemed to have operated pull-tabs in the bingo area solely because the pull-tab players may take them into that area, if the tabs are selected and purchased by the players, and

prizes determined and paid, in the area used for the retail business.

(4) The owner, manager or any employee of the retail sales or service establishment may not be an officer of the bingo operation or participate in the operation of the bingo games on that premises.

[Statutory Authority: RCW 9.46.070. 95-09-064 (Order 269), § 230-20-130, filed 4/18/95, effective 5/19/95. Statutory Authority: RCW 9.46.070 (1) and (10). 80-06-038 (Order 102), § 230-20-130, filed 5/12/80; Order 68, § 230-20-130, filed 4/25/77; Order 53, § 230-20-130, filed 5/25/76; Order 27, § 230-20-130, filed 11/15/74.]

**WAC 230-20-170 Hours for bingo games.** Bona fide charitable or nonprofit organizations, except when operating at an authorized agricultural fair or under RCW 9.46.0321, shall abide by the following restrictions when operating bingo games:

(1) Licensees shall not allow the use of their premises for bingo games between the hours of 2:00 a.m. and 6:00 a.m.: Provided, That the director may allow closing hours to be adjusted beyond 2:00 a.m. as long as the following conditions are met:

(a) The director shall consult with the local law enforcement agency which has jurisdiction;

(b) The director shall consult with other state agencies involved in regulation of the business;

(c) A licensee must observe a four-hour period of closure at the end of each business day before beginning the next period of operation;

(d) At all times during the hours of bingo operation, a bingo manager must be on duty and in the licensed bingo area; and

(e) The licensee complies with any other terms and conditions imposed by the director.

(2) The director may deny the request for extended hours or revoke hours already approved if the local law enforcement agency or a state agency objects or if the director determines that the licensee has violated any provisions of chapter 9.46 RCW, any other commission rule, or any of the terms set forth in subsection (1) of this section. All objections to changing a licensee's operating hours or requests to revoke an approved operating schedule must be submitted in writing.

(3) The commission shall afford a licensee an opportunity for a brief adjudicative proceeding prior to denying or revoking the licensee's authorization for extended bingo hours of operation. The brief adjudicative proceeding shall be heard by an administrative law judge, under the provisions set forth in WAC 230-50-010(6), and RCW 34.05.482 through 34.05.494.

[Statutory Authority: RCW 9.46.070. 02-17-035 (Order 416), § 230-20-170, filed 8/13/02, effective 9/13/02. Statutory Authority: RCW 9.46.070 (1), (8), (9), (11), (13), (14), (20). 95-23-091, § 230-20-170, filed 11/20/95, effective 1/1/96. Statutory Authority: RCW 9.46.070. 95-12-051, § 230-20-170, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 9.46.070 (1), (7), (11), (14) and (17). 83-21-073 (Order 137), § 230-20-170, filed 10/18/83. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 83-13-050 (Order 134), § 230-20-170, filed 6/14/83; Order 53, § 230-20-170, filed 5/25/76; Order 15, § 230-20-170, filed 4/17/74; Order 5, § 230-20-170, filed 12/19/73, 1:25 p.m.]

**WAC 230-20-192 Standards for disposable bingo cards—Requirements and definitions.** Disposable bingo cards sold for use in the state of Washington shall be manu-

factured and controlled using processes and procedures that ensure integrity of the activity and facilitates regulation by the commission.

### **Requirements for manufacturers of disposable bingo cards.**

(1) Manufacturers shall establish quality control procedures necessary to ensure manufacturing processes, including collating of cards into packs or packets, meet the requirements of this section. Quality control procedures shall be documented and provided to commission staff upon request.

### **Definitions.**

(2) For purposes of this title, the following definitions apply:

(a) "Card" or "face" means a unique group and configuration of numbers or symbols imprinted on paper, cardboard, or other materials, and designed to be used to conduct bingo games;

(b) "Card number" means the number assigned by the manufacturer to identify a single card or face. A "card number" may also be referred to as a "face" or "perm" number;

(c) "Collate" means the process of cutting and/or assembling master sheets or precut sheets of cards from one or more sets of cards into packets or books for marketing purposes. "Collate" may also be referred to as "finish" or "finishing";

(d) "Collation" means a group of packets or books of cards assembled from more than one set of cards;

(e) "Consecutively numbered" means a numbering system normally beginning with the number one, increased by one for each individual unit added to the group, and ending with a number identical to the total number of units assigned to that group;

(f) "Cut" means the layout or orientation of cards or sheets of cards subdivided from a master sheet of cards or faces. A "cut" will be either square, horizontal, or vertical;

(g) "Disposable bingo card" means a nonreusable paper bingo card manufactured by a licensed manufacturer;

(h) "Duplicate cards" means two or more cards that are imprinted with the same numbers or symbols, regardless of the configuration or location of such numbers or symbols on the card;

(i) "On" means the number of cards or faces imprinted on a sheet or "cut." The term is normally preceded by the number of cards;

(j) "Pack" or "packet" means a group of cards or sheets of cards collated into a book when each page or sheet in the book is intended for use to play a separate bingo game, including "on-the-way" games, within a session;

(k) "Product line" means a specific type of card, identifiable by features or characteristics that are unique when compared to other types of cards marketed by the manufacturer. A "product line" includes all series and all cards within each series as identified by the manufacturer;

(l) "Serial number" means a number assigned to a set of cards by a manufacturer for identification and tracking purposes when the same number is not used to identify another set of cards from the same product line, color, border pattern, and series in less than 999,999 occurrences or twelve months, whichever occurs first: Provided, That if the product line is

used as a determining factor for assignment of a serial number, the difference between various product lines must be readily identifiable by observation;

(m) "Series" of cards means a specific group of cards or faces that have been assigned consecutive card or face numbers by a manufacturer. Series are typically identified by the first and last card number in the group of cards, such as "1 to 9000 series";

(n) "Set" of cards means a specific group of cards from the same product line, which are the same color, border pattern, and imprinted with the same serial number. A "set" of cards may include more than one series of cards or faces;

(o) "Sheet number" means the number assigned by the manufacturer to identify an arrangement of more than one card that results from dividing master sheets of cards to facilitate marketing;

(p) "Skip" means the standard spread or difference between card or sheet numbers at different page levels in packs or packets;

(q) "Subset" means a portion of a set of cards or collation of packets that has been divided by a licensed distributor to facilitate marketing; and

(r) "Up" means the number of pages or sheets collated into each packet or book of cards. The term is normally preceded by the number of pages or sheets.

### **Duplicate disposable bingo cards.**

(3) Each card or face in a particular type or product line must be imprinted with a unique set of numbers or symbols and configuration of numbers or symbols. Duplicate cards within a specific product line are prohibited. Manufacturers of disposable bingo cards are responsible for ensuring that there are no duplicate cards in a set or collation of cards sold to distributors or operators: Provided, That duplicate cards can be collated into packets if they are located at different page levels in the packets and intended only for use during separate games, including "on-the-way" games, within a session. If a manufacturer discovers a duplicate card error or is notified of such by the commission staff or a licensee, it shall immediately comply with the following steps:

(a) Stop marketing the product line containing duplicate cards in Washington;

(b) Recall all sets of cards and/or collations of packets or books containing duplicate cards at the same page level;

(c) Take steps to correct manufacturing or collating processes necessary to ensure duplicate cards are not sold to operators, and inform the commission in writing regarding steps taken;

(d) Reimburse all operators who submit a claim for prizes paid as a result of selling sets or collations containing duplicate cards when such claim has been validated by commission staff; and

(e) Reimburse the commission for all cost incurred investigating duplicate card complaints that result in findings that the error was caused by manufacturers.

### **Collating disposable bingo cards.**

(4) Packets of cards must be collated so that each page of the packet:

(a) Is from a different set of cards;

(b) Has skips that are consistent throughout the entire collation and contains cards that are different when compared to other cards or faces in the pack or packet; and

(c) Has a different color or border pattern.

**Audit system to identify each set of disposable bingo cards.**

(5) Each set must include an audit system that allows identification of that specific set and each specific card within that set, allows tracking of the transfer of cards from the point of manufacture to operators, and facilitates sale by the operator to the player: Provided, That audit systems that accomplish regulatory requirements using alternative controls may be approved by the commission staff. The audit system shall meet the following requirements:

(a) Each set of cards manufactured as a specific product line, using the same color and border pattern, will be assigned a unique serial number by the manufacturer. The serial number must be imprinted on each card or face;

(b) Each card or face must be identified by a card number imprinted on the face of the card: Provided, That cards used in "player selection" games, authorized by WAC 230-20-241 and "keno bingo" games, authorized by WAC 230-20-247, are exempted from this requirement; and

(c) Each sheet of cards within a set must be consecutively numbered: Provided, That sheets of cards do not have to be numbered if alternative audit controls are available and disclosed to the operator.

**Sale of disposable bingo cards.**

(6) Each set of cards or collation of packets of cards shall be sold intact as a single unit: Provided, That for ease of marketing to Class E and below operators and to operators of authorized unlicensed activities, distributors may divide sets or collations as authorized below:

(a) Cartons or packages assembled by manufacturers can not be opened prior to sale to an operator, except that distributors may open cartons or packages as authorized below:

(i) At an operator's request to change the "on," "up," and "cut." When such modification is made, the distributor shall be responsible for resealing the carton and noting all changes on the packing label;

(ii) To provide cards to Class A or B bingo games and for unlicensed activities authorized by RCW 9.46.0321 or 9.46.0356;

(iii) To provide cards to individuals for recreational activities; and

(iv) To provide cards to businesses for use in promotional contests of chance as authorized by RCW 9.46.0356.

(b) Subsets must contain at least one carton or package: Provided, That cartons or packages may be broken and cards sold in smaller quantities under conditions described in subsection (6)(a)(i) and (ii) of this section; and

(c) Subsets of cards used for "hidden face" bingo games must contain at least one thousand cards or sheets of cards.

**"Hidden face" disposable bingo cards.**

(7) In addition to the requirements of subsections (1) through (6) of this section, cards sold to operators for use in

the operation of "hidden face" bingo games, authorized by WAC 230-20-243, must meet the following requirements:

(a) Each card or sheet of cards must be printed, folded, and sealed in a manner that prohibits determination of numbers or symbols, configurations of such on the card, or the card number prior to opening by the player;

(b) Each card or sheet of cards must have a separate numbering system that is randomly distributed when compared to the card number imprinted in the "free" space. Manufacturers must utilize procedures that mix cards or sheets of cards in a manner that ensures no consistent relationship exists between the "card numbers" and separate numbering system within a set or subset and that there are no patterns or consistent relationships of the location of a specific card number between subsets from different sets;

(c) The serial number and the additional card or sheet number, required by (b) of this subsection, must be imprinted on the outside of the cards or sheets of cards and visible for recording without opening the card or sheet of cards; and

(d) Each set of cards must contain at least six thousand unique faces or patterns of numbers or symbols.

**"Player selection" disposable bingo cards.**

(8) In addition to the requirements of subsections (1) through (6) of this section, cards sold to operators for use in "player selection" bingo games, authorized by WAC 230-20-241, must be printed on two-part, self-duplicating paper that provides an original and duplicate copy.

**Packing slip requirements.**

(9) A packing record must be completed for each set of cards or collation of packets and either enclosed inside or in an envelope attached to the carton or package. If the marketing unit contains more than one carton or package, the packing record must be located on carton or package number one. The packing record must include at least the following:

(a) Name of manufacturer;

(b) Description of product, including the "series," "on," "cut," and "up";

(c) Records entry labels that match the identification and inspection services stamp attached to the packing label on the outside of the carton or package;

(d) Serial number or, if packets, serial number of the top page;

(e) Color and border pattern or, if packets, colors and border patterns of all sets and the sequence they are collated in the packet; and

(f) A record of any missing cards, sheets of cards, or packets.

**Labeling requirements.**

(10) Each separate packing or marketing unit containing a set of cards or collation of packets of cards must be identified in a manner that allows determination of the contents without opening the package. If the marketing unit contains more than one case or carton, each unit shall be labeled and numbered. Minimum information to be disclosed on each carton or package:

(a) The identification and inspection services stamp number;



(b) Serial number or, if packets, serial number of the top page;

(c) Color and border pattern or, if packets, color and border pattern of the top page; and

(d) Number of the carton and the total number of cartons included in the marketing unit.

#### Quality control.

(11) Sets of cards, collations of packets, or any other marketing units established by a manufacturer shall be complete and contain the correct number of cards or packets and the specific cards or packets noted on the packing slip: Provided, That up to one percent of the cards in the set may be missing if all missing cards, sheets, or packets are documented on the packing record enclosed in carton or package number one of the marketing unit.

#### Winning card verification system.

(12) To provide the commission and operators the ability to verify the authenticity of winning cards, each manufacturer shall prepare and make available a master verification system for each type or product line of cards it manufactures. This master verification system shall provide a facsimile of each card within a set of cards by the card number. The master verification system shall display the exact numbers or symbols and the location or configuration of numbers or symbols on the card.

[Statutory Authority: RCW 9.46.070 and 34.05.230. 01-01-016 (Order 396), § 230-20-192, filed 12/6/00, effective 1/6/01. Statutory Authority: RCW 9.46.070. 00-01-003 (Order 378), § 230-20-192, filed 12/1/99, effective 1/1/00; 97-19-079, § 230-20-192, filed 9/16/97, effective 1/1/98; 94-01-033, § 230-20-192, filed 12/6/93, effective 1/6/94.]

**WAC 230-20-220 Bingo operators shall not play in bingo games.** Except as authorized by this section, no bingo operator shall allow any person who participates in the operation or management of a bingo game to play in any bingo games conducted by that licensee.

This prohibition shall not apply to the following:

(1) Persons that work without compensation: Provided, That volunteers shall not be allowed to play at bingo sessions during which they participate in the management or operation; or

(2) Class A, B, or C bingo licensees.

[Statutory Authority: RCW 9.46.070. 00-07-140 (Order 381), § 230-20-220, filed 3/22/00, effective 7/1/00; 95-12-051, § 230-20-220, filed 6/2/95, effective 7/3/95; 94-07-084 (Order 250), § 230-20-220, filed 3/16/94, effective 4/16/94. Statutory Authority: RCW 9.46.070 (11) and (14). 82-01-065 and 82-03-033 (Order 115 and 116), § 230-20-220, filed 12/18/81 and 1/18/82; Order 65, § 230-20-220, filed 1/7/77; Order 53, § 230-20-220, filed 5/25/76; Order 5, § 230-20-220, filed 12/19/73, 1:25 p.m.]

**WAC 230-20-240 Bingo equipment to be used.** Bingo games must be conducted using the following items:

#### Mixing devices for bingo balls.

(1) A mechanical device that uses air flow for mixing and randomly withdrawing balls to determine the letters and numbers or symbols to be called must be utilized by all Class D and above operators. This device shall be constructed in the following manner:

(a) It will allow participants full view of the mixing action of the balls; and

(b) The operation cannot be interrupted to change the random placement of the balls at the exit receptacle of the device, except when the device is shut off as allowed by WAC 230-20-246.

#### Bingo balls.

(2) A set of seventy-five balls bearing the numbers one through seventy-five and the letters B, I, N, G, or O. Provided, That the letters B, I, N, G, O need not appear if the balls are used for speed or hidden face bingo games. The following additional requirements regarding bingo balls must be met:

(a) The entire set of balls shall be available for inspection by the players before a bingo session begins to determine that all are present and in operating condition;

(b) Each numbered ball shall be the same weight as each of the other balls and free from any defects; and

(c) Each set of balls in play must be distinguishable from all other sets of balls in play.

#### Flashboards.

(3) Flashboards shall be utilized to display numbers called at all Class D and above bingo games. They must be visible to all players and clearly indicate all numbers that have been called: Provided, That malfunctions occurring during a bingo occasion need not be repaired during that occasion, but must be repaired before use on any other occasion.

#### Bingo cards.

(4) Bingo cards must be preprinted, manufactured cards that meet the following standards:

(a) Have twenty-five spaces, one of which may be a free space, arranged in five even columns headed with the letters B, I, N, G, and O, and except for the free space, imprinted with numbers and symbols: Provided, That bingo cards used for conducting player selection games are exempt from the requirements of this subsection if the requirements of WAC 230-20-241 are followed: Provided further, That bingo cards used for conducting keno bingo games are exempt from the requirements of this subsection if the requirements of WAC 230-20-247 are followed;

(b) Be manufactured by a licensed manufacturer: Provided, That electronically generated bingo cards authorized by WAC 230-20-106 may be produced by the operator using a printer interfaced with an electronic data base system: Provided further, That cards used in player selection games and keno bingo games may be manufactured by unlicensed manufacturers if:

(i) The primary activity of such manufacturer is producing nongambling products;

(ii) Cards must meet the requirements of WAC 230-20-192 and 230-20-241 or 230-20-247. The licensee that initially purchases such cards from the unlicensed manufacturer shall assume responsibility for compliance with all commission requirements;

(iii) In addition to the requirements set out in WAC 230-08-024 and 230-08-040, the invoice transferring these cards must include the beginning card number. If an operator

purchases such cards directly from an unlicensed manufacturer, the operator shall assume responsibility for compliance with this requirement.

(c) All disposable bingo cards must meet the requirements of WAC 230-20-192;

(d) No licensed operator shall have disposable bingo cards with the same serial number, color/border pattern, and card number on the premises. This includes player selection and keno bingo cards; and

(e) Electronically generated cards and supporting equipment must meet the requirements of WAC 230-20-106.

#### **Bingo cards for Class F and above licensees.**

(5) All Class F and above bingo licensees shall conduct bingo games using disposable bingo cards or electronically generated cards. All income must be receipted for by using the audit system required by WAC 230-20-192 in conjunction with appropriate receipting system required by WAC 230-20-106, 230-20-107, or 230-20-108.

#### **Duplicate bingo cards.**

(6) Duplicate cards, as defined in WAC 230-20-192, are prohibited in the operation of bingo games conducted by Class D or above licensees. Operators are advised that conducting games using cards manufactured by different manufacturers may result in duplicate cards being placed in play and that the majority of cards in the "1 to 9000 series" are duplicate, regardless of the manufacturer. Duplicate card violations that result from use of cards from different manufacturers shall be the responsibility of the operator: Provided, That this section shall not apply to braille cards, authorized by WAC 230-20-246(4), if the operator takes steps to prevent duplicate cards and informs players regarding limitations to prizes when winners have duplicate cards because braille cards are being played.

#### **Pay-out and documentation of duplicate bingo cards.**

(7) If duplicate cards are inadvertently sold at bingo games conducted by Class D or above licensees, the following procedures and restrictions apply:

(a) If all winners with duplicate cards are paid the entire prize amount that would be due if there were no duplicate cards, the licensee shall not be deemed to be in violation of this section;

(b) The amount of the prize for games with winners having duplicate cards shall be computed and paid using the following guidelines:

(i) Games that provide a bonus for a single winner - If all winners have duplicate cards then all winners shall be paid the bonus;

(ii) Games that result in multiple winners, some of which are players with duplicate cards - The split of the prize pool will be computed by counting all duplicate card winners as one. After the prize pool split is computed using this method, all winners will be paid according to the computed prize split;

(iii) If the prize pool contains noncash or merchandise prizes, the amount added to the prize pool for computing the split shall be the licensee's cost or retail value, whichever is posted in the game schedule: Provided, That manufacturers shall not be responsible for increases to the prize pool required by this subsection; and

(iv) If the prize is greater than one thousand dollars, the operator shall not be required to increase the total prize pool by more than fifty percent or five thousand dollars, whichever is less: Provided, That this limitation shall only be authorized once within a twelve-month period. If this limitation has been used within the last twelve months, the full prize amount shall be paid to all holders of duplicate cards;

(c) Increases to prize pools as a result of duplicate card errors, for which the manufacturer is responsible, may be deducted from prize payouts for computing compliance with WAC 230-20-062;

(d) Details of circumstances that resulted in duplicate cards being sold shall be documented and maintained as a part of the daily bingo record for the session;

(e) The commission shall be notified within forty-eight hours after discovery of a duplicate card error if:

(i) Caused by manufacturer printing, packaging, or collation errors; or

(ii) Any player winning with a duplicate card was not paid the entire prize amount;

(f) Licensees shall pursue reimbursement of all prizes paid due to errors from the manufacturer responsible for such errors.

[Statutory Authority: RCW 9.46.070 and 34.05.230. 01-01-016 (Order 396), § 230-20-240, filed 12/6/00, effective 1/6/01. Statutory Authority: RCW 9.46.070. 97-19-079, § 230-20-240, filed 9/16/97, effective 1/1/98. Statutory Authority: RCW 9.46.070 (1), (4), (20). 97-05-056, § 230-20-240, filed 2/19/97, effective 7/1/97. Statutory Authority: RCW 9.46.070 (1), (8) - (11), (14), (20). 96-13-067 (Order 293), § 230-20-240, filed 6/18/96, effective 7/19/96. Statutory Authority: RCW 9.46.070. 95-19-070, § 230-20-240, filed 9/18/95, effective 1/1/96; 94-01-033, § 230-20-240, filed 12/6/93, effective 1/6/94; 90-24-005 (Order 218), § 230-20-240, filed 11/26/90, effective 12/27/90. Statutory Authority: RCW 9.46.070 (11) and (14). 88-17-050 (Order 182), § 230-20-240, filed 8/16/88. Statutory Authority: RCW 9.46.020 (1) and (10) and 9.46.070 (3), (11) and (14). 86-09-036 (Order 157), § 230-20-240, filed 4/11/86. Statutory Authority: RCW 9.46.070 (5), (6), (8), (10) and (11). 84-01-026 (Order 139), § 230-20-240, filed 12/12/83. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 83-13-050 (Order 134), § 230-20-240, filed 6/14/83.]

**WAC 230-20-241 Player selection games.** A licensee may offer bingo games in which players are allowed to select their own numbers if the following conditions are met:

(1) The cards used to conduct the games must have controls that provide an audit trail adequate to determine all winning combinations are valid. The following types of cards are authorized:

(a) Two-part disposable cards may be used if the following conditions are met:

(i) The cards are printed on two-part, self-duplicating paper that provides for an original and a duplicate copy;

(ii) The disposable card method of receipting for income per WAC 230-20-107 is used;

(iii) Players shall mark their numbers on each card in a distinct, clear, and legible manner prior to separation of the duplicate and original. No alterations are allowed after separation of the duplicate and original cards. Operators shall establish and set forth in plain view, house rules setting out any conditions by which an entry may be added, deleted or changed prior to separation. Any such changes must be verified by a worker authorized by the bingo manager;

(iv) All original cards shall be placed in containers that shall be physically locked and controlled to assure no cards

are placed in the container after the first bingo ball is called; and

(v) The player retains and plays the duplicate copy; and

(b) Electronically generated cards may be used if the following conditions are met:

(i) The electronically generated bingo card method of receipting for income per WAC 230-20-106 is used;

(ii) Players do not mark or deface the card in any manner that prevents reading of the bingo numbers or any of the data imprinted on the card as set out in WAC 230-20-106;

(2) The following restrictions apply to prizes awarded for player selection games:

(a) "Instant winner" prizes may not exceed twenty-five percent of the total prize pool or two hundred fifty dollars, whichever is less; and

(b) In addition to the requirements of WAC 230-20-102 and 230-20-246, a winning card of two hundred fifty dollars or more shall be verified by the winner's signature on the back of the card: Provided, That if a two-part card, allowed by subsection (1)(a) of this section, is used, the verifying neutral player's name and complete address must be recorded on the back of the original card;

(3) All winning cards and the duplicate copies, if required, shall be retained by the operator as a part of its daily bingo records; and

(4) Incomplete cards, cards with alterations that were not verified per subsection (1)(a)(iii) of this section, and cards for which all required imprinted data is not displayed and legible shall not be paid as winners. Incomplete, incorrect, altered, and unreadable cards are the players' responsibility and refunds shall not be allowed: Provided, That a one-for-one exchange may be made by the game management in cases where errors are discovered prior to the start of the game or before the duplicate and original sheets have been separated. In this case the operator will mark "VOID" on the original, initial next to the players initials, and maintain the replaced card with the daily bingo records.

[Statutory Authority: RCW 9.46.070 (1), (8) - (11), (14), (20). 96-13-067 (Order 293), § 230-20-241, filed 6/18/96, effective 7/19/96. Statutory Authority: RCW 9.46.070. 94-01-033, § 230-20-241, filed 12/6/93, effective 1/6/94; 90-24-005 (Order 218), § 230-20-241, filed 11/26/90, effective 12/27/90. Statutory Authority: RCW 9.46.070 (11) and (14). 88-17-050 (Order 182), § 230-20-241, filed 8/16/88.]

**WAC 230-20-242 Activities conducted as a part of bingo games—Authorization—Restrictions.** Bingo licensees may award prizes to winners of activities authorized by this section when such activities are conducted as a part of bingo games. Such activities shall be deemed to be bingo games if all players paying to participate are allowed to compete equally and all prizes awarded are treated as bingo game prizes for purposes of compliance with WAC 230-20-059.

(1) Drawings. Each licensee shall be allowed to award prizes that are determined by a random drawing of tickets or by other random selection methods involving the numbering system on such tickets if the requirements of WAC 230-20-105 are followed: Provided, That upon approval by commission staff, a licensee may use bingo cards in place of tickets if the requirements of WAC 230-20-107 are followed, and:

(a) All rules regarding these drawings, including requirements to qualify for participation, time and date of the draw-

ing, and whether a player must be present to win, are clearly posted and distinctly explained to the players;

(b) Tickets or other facsimiles used to enter such drawings are awarded only to players purchasing cards to play in bingo games;

(c) Tickets, from which the winners of any such drawing are selected, shall not be accumulated for a period that is longer than thirty days. Drawings may be conducted using tickets that accumulate during any bingo occasion, week, or any other period that does not exceed thirty consecutive days;

(d) Players may only be awarded or otherwise receive tickets to participate in drawings at bingo games by meeting the following criteria:

(i) Pay an amount not to exceed one dollar per ticket. If a licensee elects to charge for entry into drawings, such drawings shall not be combined with other means of entry allowed by this subsection, and the gross gambling receipts, prizes, and expenses shall be recorded and reported as bingo activities: Provided, that if players are required to purchase tickets to enter the drawing, they shall not be required to be present to win if the drawing is not held at the same session as tickets are purchased;

(ii) Be a winner of a bingo game during the session;

(iii) Be a "good neighbor" winner, as defined by subsection (2) of this section; or

(iv) Meet other specific and predetermined criterion that has been approved by the director;

(e) The criterion for granting tickets, and the number of tickets awarded during each session, shall be recorded in the daily bingo record for each session. All winning tickets and other records shall be maintained as a part of the daily bingo records.

(2) "Good neighbor" prize schemes. A licensee may award prizes based upon the seating location of a player or players in regards to a winner of a bingo game or other approved criteria. The following requirements must be observed prior to awarding "good neighbor" prizes:

(a) All rules regarding these prizes, including the amount to be awarded to each "good neighbor" or group of "good neighbors" and all requirements to qualify for a prize, must be clearly posted and distinctly explained to the players; and

(b) A record shall be completed setting out the criterion for awarding such prizes, the number of such prizes awarded during each session, and all details required by WAC 230-08-080 and 230-20-102. Such record shall be maintained as a part of the daily bingo records.

(3) Second element of chance schemes. Licensees may use these schemes to increase the minimum prize for a bingo game after the winner(s) of the game has been determined by calling numbers and symbols if:

(a) The schemes do not involve the use of gambling devices specifically prohibited by public policy or commission rules;

(b) A player's minimum odds of winning the highest prize is equal to or greater than one winner out of one hundred twenty-five chances or the probability of winning the highest prize is .008 or greater;

(c) The scheme does not require the player to risk any portion of a prize already won;

(d) Every possible outcome of the scheme provides the player with an additional prize;

(e) All rules regarding play of the game are clearly posted and distinctly explained to the players. At least the following information shall be disclosed:

- (i) The players minimum odds of winning the highest prize;
  - (ii) How a winner is determined;
  - (iii) Any contingencies or special requirements that may affect the outcome;
  - (iv) The cash value of the highest prize available; and
  - (v) Any financial burden that must be borne by the winner, such as taxes or registration fees.
- (f) All requirements of WAC 230-20-010 are met before cards are purchased; and
- (g) The scheme and supporting records contain control factors necessary for commission audit.

[Statutory Authority: RCW 9.46.070. 03-21-065 (Order 425), § 230-20-242, filed 10/13/03, effective 1/1/04; 99-11-078 (Order 371), § 230-20-242, filed 5/18/99, effective 7/1/99. Statutory Authority: RCW 9.46.070 (1), (2). 97-14-013, § 230-20-242, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070, 9.46.0209, 9.46.0237, 9.46.0205 and 9.46.075. 96-24-008 (Order 303), § 230-20-242, filed 11/21/96, effective 12/22/96. Statutory Authority: RCW 9.46.070 (1), (8) - (11), (14), (20). 96-13-067 (Order 293), § 230-20-242, filed 6/18/96, effective 7/19/96. Statutory Authority: Chapter 9.46 RCW. 94-24-055 (Order 263), § 230-20-242, filed 12/5/94, effective 1/5/95. Statutory Authority: RCW 9.46.070. 93-13-062 (Order 240), § 230-20-242, filed 6/17/93, effective 7/18/93.]

**WAC 230-20-243 Hidden face bingo games.** Licensees may play bingo games that allow cards to be sold after numbers or symbols have been selected and called if the numbers or symbols imprinted on the cards can not be determined by any means prior to being opened by the player. The following restrictions apply to games involving hidden face bingo cards:

**Card requirements.**

- (1) Cards meeting the requirements of WAC 230-20-192 must be used;

**Sales receipt and inventory control record.**

- (2) The disposable bingo card receipting method (WAC 230-20-101(4)) must be used to receipt for sales of these cards and all inventory requirements set out in WAC 230-08-105 apply;

**Duplicate cards shall not be sold.**

- (3) To ensure that duplicate cards are not sold during a game, strict compliance with consecutive issuance of cards must be followed and each complete set and/or subset of cards must be sold in its entirety prior to issuance of any cards from a different set and/or subset: Provided, That cards from more than one set may be sold during a game if care is taken to ensure that duplicate cards are not sold;

**Play shall be completed during each session.**

- (4) All play must be completed during a single session and only involve cards that are sold during that session;

**"On-the-way" games.**

- (5) A new set of numbers or symbols shall be selected and called for each game or set of games if "on-the-way" games are played. Players that have paid to participate in the

game must be present when the numbers or symbols are selected;

**Separate display board for numbers called.**

- (6) The licensee must have a separate display board, visible to the players, for displaying numbers called. The numbers must be constantly displayed until the game is completed: Provided, That for purposes of this section, alternative displays may be utilized in lieu of a flashboard, as required by WAC 230-20-240, if the numbers are displayed on the electronic flashboard during all number selection periods;

**Posting requirements.**

- (7) The requirements of what constitutes a completed game must be documented and clearly posted for player review; and

**Instant winner games.**

- (8) Instant winner games may be operated only as authorized in WAC 230-20-241(2).

[Statutory Authority: RCW 9.46.070. 00-07-140 (Order 381), § 230-20-243, filed 3/22/00, effective 7/1/00; 94-01-033, § 230-20-243, filed 12/6/93, effective 1/6/94.]

**WAC 230-20-244 Electronic bingo card daubers—**

**Definition—Operating restrictions—Standards.** The commission deems that any device, apparatus, or scheme that allows a player in any gambling activity a material advantage over other players is against public policy and restriction of such is in the public's interest. Electronic bingo card marking devices or daubers are deemed to provide a player a material advantage unless operated in accordance with subsection (2) of this section. For purposes of this title, the following definitions, restrictions, and standards apply to such devices:

**Definition.**

- (1) Electronic bingo card daubers are defined as electronic appliances used by players to identify bingo cards that contain numbers or symbols input by a player. These devices electronically store preprinted bingo cards purchased by a player, provide a means for players to input numbers or symbols called by the operator, compare the numbers or symbols input by the player to bingo cards previously stored in an electronic data base, and identify to the player those stored bingo cards that contain the numbers or symbols input by the player: Provided, That player-owned devices, which are not directly interfaced with or connected to equipment used to conduct bingo games or the electronic data base in which electronically generated bingo cards are stored in any manner, are not "electronic bingo card daubers" for purposes of this title;

**Operating restrictions.**

- (2) Electronic bingo card daubers will not be deemed to provide players a material advantage and may be used by players in bingo games when operated in the following manner:

**Player responsibilities.**

(a) The player must perform at least the following functions:

(i) Input each number or symbol called by the operator into the memory of the dauber unit by use of a separate input function for each number symbol. Automatic or global marking of numbers or symbols is prohibited;

(ii) Notify the operator when a winning pattern or "bingo" occurs by means that do not utilize the dauber unit or the associated system; and

(iii) Identify the winning card and display the card to the operator;

**Maximum number of cards to be played during each game.**

(b) Each electronic dauber unit shall not allow a player to play more than sixty-six cards at one time.

(c) Each player shall not use more than one electronic dauber at any point in time. Provided, That a player can play an unlimited amount of disposable or hard bingo cards in addition to using one electronic dauber unit.

**Reserving electronic bingo card daubers.**

(d) Operators shall not reserve electronic daubers for any player. An operator must devise and disclose to players a scheme for assignment of dauber units to players during each session. Such schemes shall allow all players an equal opportunity to utilize the available dauber units. If a drawing is used to assign dauber units to players, the operator shall ensure that each player participating in the drawing has an equal chance to win: Provided, That operators that offer electronic dauber units shall reserve at least one device for players with disabilities that would restrict their ability to mark cards and such disabilities are consistent with definitions set forth in the Americans with Disabilities Act (ADA). If there are no requests for use of this unit prior to fifteen minutes before the scheduled start of the session, it may be made available for use by any players;

**Fees.**

(e) If operators charge players a fee for use of the electronic daubers, such fees must be a flat fee and shall not be based on the number or dollar value of cards purchased. Rental fees shall be considered bingo receipts for purposes of WAC 230-12-020: Provided, That players with disabilities that would restrict their ability to mark cards and such disabilities are consistent with the ADA shall not be required to pay a rental fee or to comply with minimum purchase requirements imposed on all players utilizing electronic daubers. Such players are required to comply with any minimum purchase requirement imposed on all players by an operator;

**Card requirements.**

(f) Each player utilizing an electronic dauber must have in their possession cards that meet all requirements of WAC 230-20-240 and 230-20-106. Electronic images of cards or faces stored in such devices are for player convenience only and are not bingo cards for purposes of this title;

**Leasing by an operator.**

(g) If the electronic daubers are leased to an operator, the lease cannot be based in whole or part on the amount of bingo card sales or rental income derived from such devices. Except that fees may be based on the number of cards sold to a device only for player selection games as described in WAC 230-20-241; and

**Discounts and marketing schemes.**

(h) The use of electronic daubers is prohibited when a licensee utilizes any marketing scheme for cards that results in a decrease in the per unit price of each card as the number of cards purchased increases: Provided, That a single discount level is authorized for each type of card sold if:

(i) The licensee has a minimum purchase requirement;

(ii) The discount applies to all additional cards purchased; and

(iii) "All you can play" schemes are prohibited;

**Standards.**

(3) Electronic bingo card daubers must meet the following standards:

(a) Be manufactured by licensed manufacturers;

(b) Be sold, leased, and serviced by licensed distributors or manufacturers: Provided, That operators may perform routine maintenance on devices under their control;

(c) Not be capable of accessing the electronic computer system in any manner that would allow modification of the program which operates and controls the dauber units or the cards stored in the electronic data base; and

(d) Be capable of complying with applicable requirements of WAC 230-20-106.

[Statutory Authority: RCW 9.46.070, 06-17-086 and 06-18-002 (Orders 461 and 461-A), § 230-20-244, filed 8/14/06 and 8/23/06, effective 9/23/06; 02-06-006 (Order 409), § 230-20-244, filed 2/22/02, effective 7/1/02; 00-07-140 (Order 381), § 230-20-244, filed 3/22/00, effective 7/1/00; 94-17-090 (Order 255), § 230-20-244, filed 8/16/94, effective 9/16/94.]

**WAC 230-20-246 Manner of conducting bingo.** In addition to all other requirements set forth in this title, the following limitations and procedures shall be utilized for conducting bingo games:

**Location of game.**

(1) For purposes of this title, a bingo game shall be deemed conducted at the premises at which cards are sold and winners are determined;

**Cards to be sold on premises only.**

(2) All sales of bingo cards shall take place upon the licensed premises during or immediately preceding the session for which the card is being sold;

**Purchasing bingo cards.**

(3) Bingo cards shall be sold and paid for prior to selection of the first symbol or number for a specified game or specified number of games: Provided, That cards may be sold after the start of a game, or number of games, if the late sale does not allow any player an advantage over any other player. Hard cards purchased or exchanged after the first

symbol or number is selected may only be used during subsequent games. Any sales method that allows a player to select a specific disposable or throwaway card shall be deemed to allow the player an advantage;

**Reserving cards not allowed - exception for braille.**

(4) No operator shall reserve, or allow to be reserved, any bingo card for use by players: Provided, That braille cards or other cards for use by visually impaired or disabled players may be reserved. Visually impaired players may use their personal braille cards when a licensee does not provide such cards. The licensee shall have the right to inspect, and to reject, any personal braille card. A visually impaired or disabled person may use a braille card or reserved hard card in place of a purchased throwaway;

**Price and appearance of cards.**

(5) All cards sold to participate for a specific prize or set of prizes shall be sold for the same price and be distinct and readily distinguished from all other cards in play: Provided, That similar cards used to participate for the same prize or set of prizes may be sold at a discount which is based solely on volume if each separate discount price is recorded using a separate sales identification code and records provide for an audit trail;

**Number/symbols to be selected on premises.**

(6) All symbols or numbers shall be selected on the premises and in the presence of players paying to participate in the game. Immediately following the drawing of each ball in a bingo game, the caller shall display the symbol or number on the ball to the participants: Provided, That this subsection does not apply to games being played for a linked bingo prize, as long as the drawing of the balls can be viewed by all participants;

**Calling the number/symbol.**

(7) The symbol or number on the ball shall be called out prior to the drawing of any other ball;

**Posting number/symbol on flashboard.**

(8) After the symbol or number is called, the corresponding symbol or number on the licensee's flashboard, if any, shall be lit for participant viewing. In a game where a symbol or number on the ball is not applicable to the game being played, it is not necessary to call that symbol or number to the participants before placing it for viewing on the flashboard;

**Determining winners.**

(9) A game ends when a specific pattern has been achieved by a player or a specific number of symbols or numbers has been called. Each game shall be played using a separate selection process: Provided, That the same or a continuing selection process may be used to play the following games:

(a) Interim or "on-the-way" games, including "instant winner" games in which winners are determined by matching a predetermined number of symbols or numbers to balls called, or by matching a predetermined pattern within an established number of calls;

(b) Games for which cards are sold for different prices and players win a different prize depending on the price they pay to play; and

(c) Bonus games which are games played concurrently with other bingo games and the winner is determined by a player calling a valid bingo which includes a predetermined or preselected number or symbol;

**Prizes available.**

(10) No bingo game shall be conducted to include a prize determined other than by the matching of symbols or numbers on a bingo card with symbols or numbers called by the licensee, except as authorized by WAC 230-20-242. All persons who have paid to participate in the game are competing for a specific prize or a portion of a prize pool.

**Multiple winners.**

(11) If a prize pool has been designated and more than one player achieves a winning pattern at the same time, all such players shall be considered the winner and a portion of the prize pool shall be equally divided among all players achieving the same winning pattern;

**Establishing prizes.**

(12) The minimum amount of an individual prize, prize pool, or portion of a prize pool available for each bingo game shall be established and disclosed to bingo game players prior to their purchase of a chance to participate in a bingo game. The minimum prize may be increased by the gambling manager before the start of a game or through the following schemes during the game:

(a) Schemes using standard bingo equipment and cards such as:

- (i) Number of symbols or numbers called before a player achieving a winning combination;
- (ii) The specific symbol or number called;
- (iii) The specific letter called;
- (iv) Position of winning combinations on the card;
- (v) Position of the card on the sheet of cards;
- (vi) Odd or even symbol or numbers; and
- (vii) The number of symbols or numbers matched within a specific number of calls;

(b) Schemes preprinted on disposable cards that rely on a number or symbol called during a game; or

(c) Second element of chance schemes authorized by WAC 230-20-242(4).

**Winner verification.**

(13) Immediately upon a bingo player declaring a winning combination of symbols or numbers, the winning card shall be verified using one of the three methods listed below:

(a) The card or electronic dauber card image is inspected by an employee of the bingo operation and at least one neutral player;

(b) The card or electronic dauber card image is verified by an employee of the bingo licensee. The bingo licensee's employee must immediately enter the bingo card number into an electronic verifier and broadcast the winning card on video screen(s) for all players to view. If this method is used, any

player can request to see the actual winning card and must be given the opportunity to do so;

(c) Games played as "instant winners" and awarding fifty dollars or less do not need to be verified by a neutral player if an audit trail is maintained including a method which identifies the winning combination of numbers, symbols, or patterns and the numbers, symbols, or patterns called.

#### **Additional ball to be called.**

(14) Upon a bingo player declaring a winning bingo, the next ball out of the machine shall be removed from the machine prior to shutting the machine off and shall be the next ball to be called in the event the declared winning bingo is not valid;

#### **Awarding prizes.**

(15) After a winning bingo is validated, the prize shall be awarded using the following procedures:

(a) Each winner shall be required to provide proof that they have purchased the winning bingo card. The licensee shall review the prize winner's income receipt and determine that the player has properly purchased all cards played during the games, including the winning card;

(b) Each prize winner shall be positively identified. The licensee shall require such proof of identification as is necessary to establish the prize winner's identity prior to paying any prize. The winner is responsible for furnishing proof to the licensee that all information required by this rule is true and accurate. Prizes may be withheld until the winner has provided adequate identification;

(c) The prize shall be awarded and a record made by completing a prize receipt as required by WAC 230-08-080 and 230-20-102. A complete address and tax payer identification number should be recorded for each prize valued at \$1,200 or more;

(d) All prizes for a particular game must be available prior to starting the game and shall be awarded by the end of the related session: Provided, That linked main and bonus prizes must be paid within forty-eight hours;

(e) All merchandise offered as prizes to bingo players shall have been paid in full, without lien or interest of others, prior to the merchandise being offered as a prize: Provided, That the licensee may enter into a contract to immediately purchase the merchandise when it is awarded as a prize, with the contract revocable if prize winners are allowed to exercise an option to receive a cash prize or the prize is no longer offered; and

#### **Games shall be run fairly.**

(16) No operator shall engage in any act, practice, or course of operation as would operate as a fraud to affect the outcome of any bingo game.

[Statutory Authority: RCW 9.46.070. 02-06-006 (Order 409), § 230-20-246, filed 2/22/02, effective 7/1/02; 98-24-090 (Order 369), § 230-20-246, filed 12/1/98, effective 1/1/99. Statutory Authority: RCW 9.46.070 (1), (8) - (11), (14), (20). 96-13-067 (Order 293), § 230-20-246, filed 6/18/96, effective 7/19/96. Statutory Authority: RCW 9.46.070. 94-18-013 (Order 257), § 230-20-246, filed 8/25/94, effective 9/25/94; 93-13-062 (Order 240), § 230-20-246, filed 6/17/93, effective 7/18/93. Statutory Authority: Chapter 9.46 RCW. 91-21-053 (Order 228), § 230-20-246, filed 10/15/91, effective 11/15/91. Statutory Authority: RCW 9.46.070. 90-24-005 (Order 218), § 230-20-246, filed 11/26/90, effective 12/27/90. Statutory Authority: RCW (2007 Ed.)

9.46.070 (11) and (14). 89-17-056 (Order 196), § 230-20-246, filed 8/15/89, effective 9/15/89. Statutory Authority: RCW 9.46.020 (1) and (10) and 9.46.070 (3), (11) and (14). 86-09-036 (Order 157), § 230-20-246, filed 4/11/86. Statutory Authority: RCW 9.46.030 (2) and (3) and 9.46.070 (11) and (14). 83-19-024 (Order 136), § 230-20-246, filed 9/13/83.]

**WAC 230-20-247 Keno bingo—Definitions and requirements.** Beginning August 1, 1996, Bingo licensees may play "keno bingo" games in which the players compete for portions of a prize pool based on matching the player selected bingo numbers with a specified number of balls called. The following definitions and requirements apply to keno bingo games:

#### **(1) Definitions:**

(a) A "way" is defined as a grouping of the numbers selected by players and documented on a single keno bingo card. Each "way" is a different possible winning combination;

(b) "Low tier prizes" are prizes worth fifty dollars or less;

(c) "Middle tier prizes" are prizes worth more than fifty dollars, but not more than \$1,000; and

(d) "High tier prizes" are prizes worth more than one thousand dollars.

(e) A "player selection form" is a single copy of a keno bingo card which displays all seventy-five numbers. The player utilizes this form to select their numbers. In no case shall the player selection form be substituted for a completed keno bingo card.

#### **(2) Keno bingo card requirements:**

(a) Keno bingo cards must be printed on two-part, self-duplicating paper that provides for an original and a duplicate copy;

(b) The standards for disposable bingo cards as defined in WAC 230-20-192 are followed; and

(c) Cards must have seventy-five spaces numbered one to seventy-five.

#### **(3) Operational restrictions:**

(a) Licensees may offer a maximum of six different priced keno bingo card sets for play at any one time;

(b) Keno bingo players may play a maximum of five "ways" per card. Each way must be clearly distinguishable and noted by an alphabetical reference. Each number picked cannot be used in more than two ways.

(c) Players must pick a minimum of two and a maximum of eight numbers per card;

(d) Maximum price per way is three dollars; and

(e) Maximum total price per keno bingo card is fifteen dollars.

(4) **Receipting requirements:** The licensee must use combination receipting as set forth in WAC 230-20-108 (3) and (4), in addition to the following requirements:

(a) The time and date of sale must be recorded on the cash register receipt;

(b) Voided keno bingo cards must have the word "void" stamped or written on the bingo card and must be signed by a bingo worker and the bingo manager and retained with the daily keno bingo records for that keno bingo session; and

(c) If electronically generated bingo cards are used, the electronic bingo card must include the time and date the card was issued.

(d) All receipting records shall be totaled and closed out before starting sales for the next keno bingo game.

**(5) Manner of conducting keno bingo:**

(a) Players shall mark the numbers they select on a player selection form. The player selection form shall be given to a bingo worker along with the dollar amount of the card purchased. A bingo worker shall complete a keno bingo card using the numbers selected on the player selection form. The original bingo card shall then be placed in a separate lock box designated for that series. The duplicate copy shall be returned to the player along with the corresponding cash register receipt. Upon receiving the keno bingo card from the bingo worker, the player shall be responsible for determining the accuracy of the card.

(b) At least five minutes before the drawing of the keno bingo number, card sales shall cease and cash registers shall be subtotaled. The bingo licensee shall make an announcement notifying players when sales have been closed for each game. The time sales are closed and the cash register subtotals shall be recorded immediately on the daily keno bingo record for each keno bingo game.

(c) All keno bingo cards shall be placed in a lock box before the first keno bingo number is drawn. The gambling manager shall then close the box and record the time on the daily bingo record for the keno bingo session.

(d) Operators shall draw twenty of the seventy-five bingo balls.

(e) Refunds shall not be allowed: Provided, that a one-for-one exchange may be made by the operator in cases where errors are discovered before the lock box is closed. The procedures to be followed when making such exchanges include:

- (i) The player must initial the card; and
- (ii) The operator must follow the voided card requirements.

**(6) Determining winners, awarding and receipting prizes:** Upon determination of a winning card, the player shall present their duplicate copy of the original winning card and the cash register receipt to a bingo worker. The original bingo card shall be retrieved from the lock box and reviewed to determine if it is a winner. Upon determination of a winner, the prize shall be computed and the winner positively identified as set forth under WAC 230-20-246 (14)(b). Winning cards must be presented and prizes paid as follows:

(a) Prize payouts may not exceed amounts listed on a director approved keno bingo payout schedule available from any commission office upon request.

(b) Low tier prizes shall be paid before the end of the keno bingo session. An announcement shall be made notifying players of their last opportunity to turn in winning low tier cards.

(c) All middle and high tier prizes shall be claimed before the start of the next game and paid before the end of the keno bingo session. The licensee shall set a time limit for middle and high tier winners to present their winning cards and cash register receipts in order to determine whether the maximum total prize pool will be exceeded. An announcement shall be made notifying players of their last opportunity to turn in winning middle and high tier cards.

(d) The maximum total middle and high tier prizes that may be awarded per game is twenty thousand dollars. If this limit is exceeded, middle and high tier winners shall divide the prize as provided by WAC 230-20-246(9).

(e) A prize receipt shall be prepared and issued for all prizes awarded over ten dollars.

(f) Prize winners shall print their name and date of birth on all winning cards and the bingo worker shall initial the card.

(g) All high tier winning cards shall be verified by a neutral player and a licensed gambling manager. Upon verification, the manager and neutral player shall sign the winning card.

**(7) Keno bingo record keeping requirements:** A separate bingo daily record shall be maintained for keno bingo games. In addition to the requirements of WAC 230-08-080, the licensee must also:

(a) Maintain a call record for every game which includes the time the first number was drawn, the numbers called, and the sequence numbers were called;

(b) Make a separate deposit for keno bingo receipts. The deposit receipt shall be maintained with keno bingo session records;

(c) Use a separate series of prize receipts that indicate keno bingo and meet the requirements of WAC 230-20-102;

(d) Retain winning cards and cash register receipts for all prizes awarded; and

(e) If a shift change is made during a keno bingo session, a bank reconciliation must be performed and signed by the workers.

**(8) Required disclosures to players:** Operators shall develop and post house rules that disclose at a minimum the following information:

(a) A keno bingo schedule, including when the keno bingo session begins and ends;

(b) Time limits on claiming prizes, including what constitutes the end of the session;

(c) That the player is responsible to ensure the accuracy of the numbers recorded on their card;

(d) That the player is responsible to ensure cards are purchased before the start of the game; and

(e) Prizes offered and prize limitations.

(f) The player selection forms shall include the players' responsibility to ensure the accuracy of the numbers recorded on the bingo card and all house rules relating to keno bingo.

[Statutory Authority: RCW 9.46.0205 and 9.46.070 (1), (8), (11), (14), (20). 97-05-061, § 230-20-247, filed 2/19/97, effective 7/1/97. Statutory Authority: RCW 9.46.070 (1), (11), (13), (14), (20). 96-15-064 (Order 298), § 230-20-247, filed 7/17/96, effective 8/1/96.]

**WAC 230-20-248 Loteria authorized—Class A licensees only.** (1) Loteria is a type of bingo that utilizes symbols or pictures on playing cards instead of the normal 75 balls with numbers. The symbols or pictures are further identified with spanish subtitles and each of the 54 cards contains a separate and distinct symbol or picture. The 54 individual cards are shuffled by the caller and then randomly drawn and announced to the players. The player uses a loteria card which contains a minimum of sixteen squares and each square has one of the 54 symbols or pictures. There are no duplicate symbols or pictures on the loteria card.

(2) Only Class "A" bingo licensees and those games operating without a license under RCW 9.46.0321 may utilize the game loteria when played in accordance with the following rules:



- (a) No prize shall exceed \$10.00;
- (b) Except for use of letters, numbers, and balls, the game shall be conducted in the same manner as a bingo game pursuant to WAC 230-20-246;
- (c) The cards containing the symbols or pictures shall be thoroughly mixed and cut before the start of each new game;
- (d) Loteria is exempt from the requirement of WAC 230-20-240; and
- (e) Loteria shall be subject to the same reporting requirements as Class A bingo.

[Statutory Authority: RCW 9.46.070 (11) and (14), 89-07-045 (Order 188), § 230-20-248, filed 3/14/89.]

**WAC 230-20-249 Three number speed bingo—Operational procedures—Restrictions.** Licensees may play "speed bingo" if the conditions set forth in this section are followed:

**Definition.**

- (1) For purposes of this section, "three number speed bingo" is defined as a bingo game that:
  - (a) Is played using a reduced number of balls and special cards with less than twenty-five spaces;
  - (b) The rate of calling numbers is faster than normal;
  - (c) The price to play includes an "ante," which is retained by the licensee, and a wager that begins at three units and decreases by one for each number covered on a player's card;
  - (d) Players compete against all other players for a pool of prizes that varies according to the numbers covered by players during the game;
  - (e) An "ante" is the fee retained by the licensee which allows a patron to play speed bingo; and
  - (f) A wager is the total dollar value of chips used to cover the numbers on a player's card;

**Restrictions.**

- (2) The following restrictions apply to speed bingo:
  - (a) The price to play speed bingo, including wagers, shall not exceed seven dollars per card, per game;
  - (b) The price to play shall be the same for each card;
  - (c) The licensee shall not retain any part of players' wagers and all wagers not covering a called number on a player's card shall be paid to winners. If there is more than one winner, wagers shall be equally split among all winners: Provided, That licensees may develop a scheme for splitting odd numbers of chips between winners;
  - (d) Gross gambling receipts for speed bingo shall be only the amount of fees collected from players for tickets to participate and excludes wagers and prizes paid to players;
  - (e) A progressive jackpot or accrued prize fund is authorized if:
    - (i) Requirements of WAC 230-20-102(7) are followed; and
    - (ii) The prize fund or jackpot is funded solely from the "ante" collected by the licensee;

**Rules of play.**

- (3) Speed bingo shall be played as follows:

- (a) The game shall be played using thirty numbered balls, with numbers one through seventy-five available for use;
- (b) Special cards that have three spaces imprinted with numbers that correspond to the numbers on the balls utilized for play;
- (c) The licensee may elect to collect fees by charging a set amount for each card for the entire session or an amount per card for each game;

**Additional ticket receipting requirements.**

- (d) The ticket receipting method set forth in WAC 230-20-105 shall be used to receipt for income received to play games. In addition, the following requirements shall be met:
  - (i) All tickets sold and collected must be canceled by stamping the calendar date on the ticket at the time of sale or permanently defacing the tickets when collected;
  - (ii) All tickets sold for per session fees shall be accounted for using the combination receipting method set forth in WAC 230-20-108;
  - (iii) Tickets sold and collected from players shall be reconciled to cash for each session;

**Wager limits.**

- (e) Wagers shall be made and prizes paid using wagering chips. Wagers may be valued at any price as long as the total value of wagers and fees does not exceed seven dollars per card, per game. For licensees charging a flat fee per session to participate, the fee per game shall be determined by dividing the fee per session by the minimum number of games to be played;

**Standards for chips.**

- (f) The bingo licensee shall furnish all chips in connection with the bingo game conducted on its premises. All chips shall be of generally conventional size and design, and include safeguards that maximize the integrity of the bingo games. The licensee shall furnish chips that meet the following standards:
  - (i) The bingo licensee's logo or name;
  - (ii) The chip value clearly denoted;
  - (iii) Be produced by a licensed manufacturer; and
  - (iv) Be purchased from a licensed manufacturer or distributor;

**Bank services.**

- (g) The licensee shall sell its chips to all players desiring to buy them and redeem all chips for the value for which they were sold. The licensee shall collect the money taken in on chips sold and fees collected and shall keep these funds separate and apart from all other money received by the licensee;

**Player to pay with ticket.**

- (h) Each player pays the licensee one ticket for each bingo card played for each game: Provided, That when the licensee charges a per session fee, the player's ticket and cash register receipt must remain visible and on the table at all times during the game;

**Player's beginning wager.**

(i) Each player's beginning wager is three chips for each bingo card played during any single game. A player must have three chips for each card being played prior to the beginning of the game;

**Wagering during the game and winner verification.**

(j) During play of the game, players place a wagering chip on each number on their cards that is matched with called numbers. Once a wagering chip is used to cover a valid number, it is retained by the player and no longer available to be won by the game winner(s). Wagering chips must remain on the number on the card until all losing wagers are collected from players by the licensee. The bingo worker collecting wagers must verify that covered numbers are valid;

(k) The first player to cover all three numbers on any card is the winner;

(l) After the winning card is verified, all unprotected chips are collected from all players and paid to the winner;

**Rules not applicable to speed bingo.**

(4) The following WAC sections are not applicable to speed bingo:

(a) WAC 230-20-010 (1)(b) requiring all prizes available to be disclosed to players prior to their paying to participate: Provided, That licensees shall disclose the per-card cost to play and the amount of wagers required to play a single card;

(b) WAC 230-20-240(2) requiring that seventy-five balls, numbered one through seventy-five, be used to conduct games;

(c) WAC 230-20-240 (4)(a) requiring bingo cards to have twenty-five spaces;

(d) WAC 230-20-240(5) requiring Class F and above licensees to use disposable or electronically generated bingo cards;

(e) WAC 230-20-101 regarding the ticket receipting method;

(f) WAC 230-20-246(6) requiring the symbol or number to be displayed to players: Provided, That the symbol or number must be displayed by use of a flashboard required by WAC 230-20-240(3) and the flashboard and audio system shall be fully functional; and

(g) WAC 230-08-080(2) and 230-20-102 regarding records for prizes awarded.

[Statutory Authority: RCW 9.46.070, 02-06-006 (Order 409), § 230-20-249, filed 2/22/02, effective 7/1/02; 98-19-131 (Order 364), § 230-20-249, filed 9/23/98, effective 1/1/99. Statutory Authority: RCW 9.46.070, 9.46.0209, 9.46.0237, 9.46.0205 and 9.46.075. 96-24-008 (Order 303), § 230-20-249, filed 11/21/96, effective 12/22/96.]

**WAC 230-20-255 Linked bingo prizes—Approval—Manner of conducting.** A linked bingo prize provider must request and receive approval from the director prior to allowing a bingo operator to participate in a game that offers a linked bingo prize. A bingo operator shall not be approved to offer more than one linked bingo game per session or no more than three linked bingo games per day, unless approved by the commission. Additionally, the provider must notify the commission within seven days when an operator stops participating in a game that offers a linked bingo prize.

The conducting of a linked bingo prize shall include, but is not limited to, the following rules:

(1) All numbers selected for a linked bingo prize shall be selected on the premises of a licensee participating in the linked bingo prize and in the presence of players paying to participate in the game. Immediately following the drawing of each ball in a bingo game, the caller shall display the number to all participants;

(2) Immediately upon a bingo player declaring a winning bingo for the main or bonus prize, the winning card shall be verified by at least a licensed gambling manager, a neutral player, and the game caller with the winning combination disclosed to all players participating in the game;

(3) The machine used for the mixing and selection of the numbers must remain in operation until all balls are removed from the machine and recorded in the order they were removed;

(4) A bingo licensee will have up to forty-eight hours to award a main or bonus prize to the player or players who have been deemed the winner(s);

(5) If a linked bingo prize provider fails to distribute cards in a manner that ensures duplicate cards are not in play, then the linked bingo prize provider shall be responsible for the increases to the prize pool as required by WAC 230-30-240(7);

(6) It is the responsibility of the linked bingo prize provider to establish procedures for participating operators to follow that reduce the possibility of operator error;

(7) Prior to beginning a game for a linked bingo prize, each participating operator must disclose to their players the serial numbers and sheet numbers for all cards sold at the premises;

(8) A linked bingo prize provider may not restrict which licensed bingo operators may participate in a linked bingo prize: Provided, That a linked bingo prize provider may establish a minimum card sales volume by an operator for that operator to receive equipment to conduct the game without compensation for that equipment;

(9) A linked bingo prize provider may establish the consolation prize amount to be paid at each participating location: Provided, That participating operators whose sales volume does not meet the minimum as set forth in subsection (8) of this section shall be allowed to pay a consolation prize that is less than this amount;

(10) If hidden face bingo cards are used, a linked bingo prize provider may, as part of the game rules, allow players to mark all odd or even numbers based on the calendar date;

(11) Class A, B, or C bingo licensees participating in a linked bingo prize must maintain all records required for a class D bingo licensee. These records shall be maintained for all bingo operations;

(12) All card sales must stop prior to the drawing of the first ball;

(13) The licensee may not require a player to call bingo on the last number called; and

(14) For all games with a linked bingo prize, a winner must be determined at each premises which sells cards to participate in the game.

[Statutory Authority: RCW 9.46.070, 98-24-090 (Order 369), § 230-20-255, filed 12/1/98, effective 1/1/99.]

**WAC 230-20-300 Control of raffle prizes.** Any person or organization conducting raffles shall ensure that all prizes offered are available at the time and place of the drawing. Prizes shall be controlled as follows:

(1) Merchandise prizes shall be owned by the licensee and paid for in full, without lien or interest of others, prior to the drawing at which the winners of such prizes are to be determined: Provided, That when the winner has an option to receive a cash prize in lieu of such merchandise, a licensee may enter into a contract to immediately purchase a merchandise prize after the winner makes their option;

(2) All cash prizes shall be available at the time of the drawing in the form of United States currency or an equivalent amount of negotiable instruments; and

(3) At the time and date of any raffle drawing, the licensee shall have on deposit an unencumbered amount of money that is equal to or greater than all cash prizes currently being offered or, if the winner has an option, the total cost to purchase merchandise prizes. Such funds shall be on deposit in the gambling receipts account if required by WAC 230-12-020 or otherwise in a recognized Washington state depository authorized to receive funds. The balance of funds available from this account shall not be reduced below the required amount prior to awarding the prize.

[Statutory Authority: RCW 9A.46.070, 95-07-093, § 230-20-300, filed 3/17/95, effective 7/1/95; Order 5, § 230-20-300, filed 12/19/73, 1:25 p.m.]

**WAC 230-20-325 Manner of conducting a raffle.** Only licensed charitable and nonprofit organizations may operate raffles under the following conditions: Raffle tickets must be sold for twenty-five dollars or less. No person shall be required to purchase more than one raffle ticket. Every ticket for a particular raffle must be sold for the same price. However, tickets may be offered at a discount under the following conditions:

**Bundling and selling tickets at a discount.**

(1) Organizations may put tickets together in a bundle and sell them at a discount if the organization:

- (a) Has a current raffle license;
- (b) Sets the discount before selling any raffle tickets and does not change the discount plan during the raffle;
- (c) Keeps records that meet all commission requirements;
- (d) Makes single nondiscounted tickets available to all participants; and
- (e) Uses only one discount plan for each raffle.

(2) Booklets of bundled discounted tickets must contain the number of tickets set forth in the discount plan. For example, a single ticket is sold for five dollars each and three tickets bundled together are sold for ten dollars.

(3) Bundled tickets cannot be removed from a booklet and sold individually. Each booklet of bundled tickets must have the following information printed on the cover:

- (a) A description of the discount plan;
- (b) The number of tickets in the booklet;
- (c) The total cost of the booklet; and
- (d) A consecutive number.

(2007 Ed.)

**Ticket accounting.**

(4) Organizations must establish accounting procedures and provide controls necessary to allow for an audit of gross gambling receipts from ticket sales. To provide an adequate audit trail, all raffle tickets must:

- (a) Be consecutively numbered; or
- (b) Be imprinted with letters or symbols which are not repeated within the population of all tickets sold for a particular raffle.

**No free tickets.**

(5) Organizations must not give raffle tickets away for free and no one can be given an opportunity to participate in a raffle drawing without purchasing a ticket.

**Selling tickets.**

(6) Organizations must not sell raffle tickets via the internet.

(7) Tickets must be sold by members of the organization or volunteers under the supervision of a member under the requirements set forth in WAC 230-20-070(1).

**Incentives for selling tickets.**

(8) Members or volunteers of the organization must not be paid for selling tickets, managing, or operating a raffle. Organizations may provide members or volunteers with non-cash incentive awards for selling tickets if:

- (a) The awards are based on the number of chances sold;
- (b) The fair market value of the total amount awarded for an individual raffle does not exceed five percent of the gross gambling receipts of the raffle; and
- (c) A record of the name, address, and telephone number is maintained for all persons receiving incentive awards.

**Rules must be provided to participants.**

(9) Organizations must inform all participants at the time a ticket is purchased of all rules by which prizes may be won in a raffle. This information must be provided by either imprinting such on the participant's portion of the ticket or otherwise providing such to each participant in writing. Organizations must give each participant the following information:

- (a) The cost of each chance;
- (b) All prizes available, whether cash or merchandise;
- (c) Date and time of drawing;
- (d) Location of drawing;
- (e) Whether an entrant is required to be present at a raffle drawing in order to be eligible to win a prize; and
- (f) Name of organization conducting the raffle.

**Posting the raffle license.**

(10) The raffle license or a copy of the license must be posted in a readily visible location at the site of the drawing.

**Ticket stub information.**

(11) If organizations sell raffle tickets to the general public or for raffles that do not require the winner to be present at the drawing, the organization must include a stub or other detachable section bearing a duplicate number, letter, or symbol corresponding to the number, letter, or symbol on the

[Title 230 WAC—p. 123]

ticket or object representing the player's chance. The portion kept by the organization must include the participant's name, complete address, telephone number, and/or other information necessary to notify the winner.

**Ticket stubs to be placed in receptacle for drawing.**

(12) Each person that sells a raffle ticket must give the organization all ticket stubs or other detachable section of all tickets sold. The organization must place each stub or other detachable section of each ticket sold into a receptacle from which the winning tickets will be drawn.

**Prizes.**

(13) Organizations must own the prizes before drawing the winning tickets. Raffle prizes must:

- (a) Not be firearms, unless awarded as prizes under the provisions set forth in WAC 230-12-040;
- (b) Not be liquor;
- (c) Meet the requirements to the amount of money spent on prizes set forth in WAC 230-20-015; and
- (d) Be controlled as set forth in WAC 230-20-300.

**Drawing winning tickets.**

(14) Organizations must design the ticket collection receptacle so that each ticket has an equal opportunity to be drawn unless the organization is using an authorized alternative drawing format.

**Using alternative drawing formats.**

(15) Organizations may use an alternative drawing format that randomly determines winners when the organization:

- (a) Has a current raffle license;
- (b) Maintains records sufficient to meet all requirements of WAC 230-08-070 regardless of license class;
- (c) Meets the definition of a drawing as defined by WAC 230-02-500 with the alternate drawing format;
- (d) Fully discloses to each player the random selection process used in the alternative format before selling tickets;
- (e) Maintains a copy of the disclosure with the permanent raffle records;
- (f) Ensures all participants have an equal chance of winning; and
- (g) Uses raffle tickets that are prenumbered and sequential.

(16) Alternative formats involving an element of skill are prohibited.

(17) Internal controls and accounting procedures must:

- (a) Provide the ability to audit gross gambling receipts from ticket sales;
- (b) Have sufficient controls to prevent manipulation of the random selection process; and
- (c) Document the random selection process.

**Alternative drawing formats.**

(18) Organizations can only conduct alternative drawings for raffles that meet the criteria outlined in subsections (15), (16) and (17) of this section. The following are examples of alternative drawing formats that meet this criteria.

*Mock raffle races.*

(a) Sequentially numbered and issued tickets/adoption papers are numbered to identify a specific corresponding numbered mock animal(s), ball(s), or other similar objects that can be raced using natural elements to move the objects (water, gravity, wind). Objects must be released simultaneously at a start line. The winner will be the numbered object to first cross the finish line. All objects must be identical in weight, size, and shape, to have an equal opportunity to win.

*Poker runs.*

(b) Sequentially numbered and issued tickets/poker tally sheets are sold to participants. Participants will travel a predetermined course with predetermined drawing stations (typically five drawing stations). At each drawing station, the participant will draw one playing card for each ticket purchased. Station attendants will verify the card drawn and will record the card value on the poker ticket tally sheet. After all participants have completed the course, the best recorded poker hand will be declared the winner.

*Ball drops.*

(c) Sequentially numbered and issued tickets are numbered to identify a specific corresponding numbered ball. All purchased numbered balls will be suspended in air and simultaneously released over a target zone. The ball, closest or first, to hit the predetermined target will be declared the winner. All balls must be equal in size, weight, and shape, to have an equal opportunity to win.

*Animal plops.*

(d) Sequentially numbered and issued tickets are numbered to identify a specific corresponding square on a numbered grid. The animal of choice will be released into the grid area until the animal has completed its plop. The numbered square containing the plop will determine the winner.

*Multiple stage drawings.*

(e) Tickets or objects are sequentially numbered and issued. Winners will be determined using multiple drawing phases to eliminate participants until the remaining ticket holder(s) are declared the winner. Second element chance plans are allowed as long as they meet the criteria set out in this rule.

*Bucket raffles.*

(f) Tickets are sequentially numbered and issued. Participants are allowed to place their tickets into any number of separate drawings for separate prizes. The multiple drawings are considered one single raffle unless the organization uses different numbered tickets for each drawing.

*Calendar raffle.*

(g) Calendars are sequentially numbered and issued. All sold calendar numbers are entered into the drawing receptacle. On predetermined dates, identified on the calendar, drawings will be conducted. All winning tickets must be replaced into the drawing receptacle for future drawings.

**Using a second element of chance.**

(19) Organizations may use second elements of chance to:

(a) Determine the final prize winner (for example: Ten finalists are drawn and each finalist will choose a key. The finalist with the key that unlocks the safe wins);

(b) Determine which prize is awarded among a group of prizes (for example: The winner selects one of three keys and wins the vehicle the key starts);

(c) Increase the prize (for example: The winning ticket matches a predetermined sequence of numbers and wins an additional prize).

(20) All aspects of the alternate drawing format must be closely controlled by the licensee.

**Joint raffles.**

(21) Organizations holding a raffle license may join together with another raffle licensee to conduct a raffle when the provisions set forth in WAC 230-20-350 are followed.

**Members-only raffles.**

(22) Organizations may conduct members-only raffles under simplified procedures set forth in WAC 230-20-335.

[Statutory Authority: RCW 9.46.070, 9.46.0315, 9.46.0321. 05-19-020 (Order 450), § 230-20-325, filed 9/9/05, effective 10/10/05. Statutory Authority: RCW 9.46.070. 01-23-054, § 230-20-325, filed 11/20/01, effective 1/1/02. Statutory Authority: RCW 9.46.070 (3), (8), (11) and (14). 98-08-052, § 230-20-325, filed 3/27/98, effective 7/1/98. Statutory Authority: RCW 9.46.070, 9.46.0209, 9.46.0237, 9.46.0205 and 9.46.075. 96-24-008 (Order 303), § 230-20-325, filed 11/21/96, effective 12/22/96. Statutory Authority: RCW 9.46.0277 and 9.46.070. 96-07-077, § 230-20-325, filed 3/19/96, effective 7/1/96. Statutory Authority: RCW 9.46.070. 95-07-093, § 230-20-325, filed 3/17/95, effective 7/1/95. Statutory Authority: RCW 34.05.220(4), [34.05].230 and 9.46.070 (11) and (14). 90-05-032 (Order 205), § 230-20-325, filed 2/14/90, effective 3/17/90. Statutory Authority: RCW 9.46.070 (11), (14) and 9.46.0218 [9.46.0281]. 89-05-024 (Order 186), § 230-20-325, filed 2/13/89. Statutory Authority: RCW 9.46.070. 88-19-038 (Order 183), § 230-20-325, filed 9/13/88. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-07-059 (Order 175), § 230-20-325, filed 3/15/88. Statutory Authority: RCW 9.46.070 (1), (2), (4), (5), (6), (9), (11), (14) and (17) and 9.46.020 (19) and (23). 85-17-015 (Order 153), § 230-20-325, filed 8/12/85. Statutory Authority: RCW 9.46.070 (3), (8) and (11). 85-09-040 (Order 149), § 230-20-325, filed 4/15/85. Statutory Authority: RCW 9.46.070 (8) and (11). 83-11-034 (Order 133), § 230-20-325, filed 5/16/83.]

**WAC 230-20-335 Members-only raffles—Procedures—Restrictions.** Only licensed charitable and nonprofit organizations may conduct a members-only raffle. For purposes of this section, "members-only raffle" means a raffle where chances are sold only to members of the organization and a limited number of guests. Winners must be determined from among those members and guests that have purchased chances.

**Licensed versus unlicensed.**

(1) Organizations may conduct an unlimited number of unlicensed members-only raffles if the combined gross revenue from the raffles does not exceed five thousand dollars during a calendar year. If organizations plan to exceed the five thousand dollar gross revenue limit, they must obtain a raffle license.

(2007 Ed.)

**Raffle to begin and end during membership meeting.**

(2) All phases of the raffle must be completed during a meeting of the members or special event, and the meeting or event must be completed on the same day and at the same location without interruption.

**Limit on number of guests.**

(3) If organizations allow guests to participate, the total number of guests, as a percentage of the total attendance of the meeting, must not exceed twenty-five percent. The organization must maintain records to show compliance with this requirement.

**Providing rules of play.**

(4) Organizations must post a sign at each ticket sales point to provide participants with all rules of play or the required disclosures must be imprinted on the raffle ticket or chance.

**Tickets in packages.**

(5) Organizations may include chances to enter a raffle as a part of a package that includes dues, entertainment, or other fund-raising activities if the value of each component of the package is disclosed to the purchaser and the value of each individual raffle chance does not exceed twenty-five dollars. However, initial applications for membership and any fees paid for such must not include chances to enter raffles or to participate in any gambling activities.

**Modified pricing plans for tickets.**

(6) Organizations may use modified ticket pricing plans at members-only raffles as long as gross revenue does not exceed five thousand five dollars. Chances to enter a raffle may be sold for different values not to exceed ten dollars for a single chance if:

(a) The plan for assigning the cost of the ticket is disclosed to the players before selling them a chance to participate. The information must include the total number of tickets in the population and the number of tickets at each price level;

(b) Participants are allowed to randomly select their ticket from the population of remaining tickets and pay the amount imprinted on the ticket they select;

(c) There is an adequate audit trail to determine gross gambling receipts;

(d) No more than two such drawings are held during a meeting or event.

**Discount based on number of tickets purchased.**

(7) Chances may be sold for a discounted price that is based on the number of tickets a player purchases if:

(a) The amount of the discount is set before any raffle tickets are sold;

(b) Participants are allowed to purchase a single ticket;

(c) There is only one discount plan for each raffle;

(d) The cost of a single ticket, without a discount, does not exceed ten dollars;

(e) The total cost of a discount package does not exceed twenty-five dollars;

(f) The cost of a single ticket is imprinted on each ticket (for example, one dollar each);

(g) The discounted tickets are identified by a unique ticket audit numbering system; and

(h) An audit system is established that includes controls and procedures to determine gross gambling receipts from the sale of tickets utilizing a modified pricing plan.

#### **Other pricing plan.**

(8) Multiple tickets to enter one or more drawings may be sold as a package as long as the total price of the package does not exceed twenty-five dollars.

#### **Alternative drawing formats.**

(9) Organizations may use alternative drawing formats set forth in WAC 230-20-325 for members-only raffles. Organizations may substitute prenumbered raffle tickets with similar objects that can be used to randomly determine winners if the organization:

(a) Has a current raffle license; and

(b) Establishes internal controls and accounting procedures that will:

(i) Provide permanent records with enough information to verify gross gambling receipts;

(ii) Prevent the manipulation of the random selection process; and

(iii) Document, in detail, the random selection process used.

#### **Members-only alternative drawing formats.**

(10) Organizations can only conduct alternative drawings for raffles that meet the criteria outlined in subsection (9) of this section. In addition to the alternative drawing formats listed in WAC 230-20-325, the following are also examples of alternative drawing formats that can be used for members-only raffles.

##### *Mock raffle races (horse race raffles).*

(a) Sequentially numbered and issued tickets/race forms are sold to participants to wager on a specific mock animal in a field of mock animal racers (typically five to ten racers). The mock animals will race in individual lanes divided into equal spaces or squares (for example, bingo boards are sometimes used as race lanes). Animals will move forward based on the numbers rolled on dice or balls drawn from a set of bingo balls. The first mock animal to cross the finish line will be declared the winner. All winning ticket holders will split the prize pool or a drawing of winning tickets will determine a single winner.

##### *Video race raffles.*

(b) Sequentially numbered and issued tickets/race forms are sold to participants to wager on the outcome of an unknown video taped race, typically horse races. The previously taped races must be obtained from an outside source and no participants must have knowledge of the specific race or the specific racers before conducting the video race drawing. Participants will be allowed to wager on the specific racers, identified by numbers, or a specific race lane. All participants holding a winning race number ticket or winning lane

number ticket will be declared the winner. A drawing of the winning tickets may be held to determine a single winner.

##### *Paddle wheel raffles.*

(c) Numbered paddles or numbered tickets are sold to participants that correspond with numbered spaces on a spinning wheel. A balanced wheel divided into numbered segments is spun, at least one full revolution. The specific number the wheel stops on will determine the winning ticket holder.

##### *Pick your own ticket.*

(d) A predetermined number of objects or tickets are sold to participants. Each object or ticket may only be issued one time. If using a modified pricing plan, the selection of tickets must be based totally on chance and no participant can determine the price of a ticket before making their selection. All modified pricing plans must follow the requirements set out in subsections (6), (7) and (8) of this section.

#### **Incentives for selling tickets.**

(11) Organizations may provide members with noncash incentive awards for selling tickets if:

(a) The awards are based on the number of chances sold;

(b) The fair market value of the total amount awarded for an individual raffle does not exceed five percent of the gross gambling receipts of the raffle; and

(c) A record of the name, address, and telephone number is maintained for all persons receiving incentive awards.

#### **Prizes.**

(12) Organizations must own the prizes before drawing the winning tickets. Raffle prizes must:

(a) Not be firearms, unless awarded as prizes under the provisions set forth in WAC 230-12-040;

(b) Not be liquor, unless unopened containers of liquor are awarded as a prize in members-only raffles when the proper permit is obtained from the liquor control board (RCW 9.46.0315 and WAC 230-20-335);

(c) Meet the dollar amount limits set forth in WAC 230-20-015; and

(d) Be controlled as set forth in WAC 230-20-300.

#### **Records.**

(13) For members-only raffle records, WAC 230-08-070 is modified as follows:

(a) The name, address, and telephone number must be recorded for all winners of a prize valued at greater than fifty dollars, see WAC 230-08-070 (2)(e);

(b) A detailed record of disbursements and returned tickets is not required, see WAC 230-08-070 (2)(f); and

(c) All records must be maintained for a minimum of one year following the date of each individual raffle drawing, see WAC 230-08-070(4).

[Statutory Authority: RCW 9.46.070, 9.46.0315, 9.46.0321. 05-19-020 (Order 450), § 230-20-335, filed 9/9/05, effective 10/10/05. Statutory Authority: RCW 9.46.070 and 9.46.0277. 05-07-107 (Order 443), § 230-20-335, filed 3/18/05, effective 7/1/05. Statutory Authority: RCW 9.46.070. 01-23-054, § 230-20-335, filed 11/20/01, effective 1/1/02. Statutory Authority: RCW 9.46.070 (3), (8), (11) and (14). 98-08-052, § 230-20-335, filed 3/27/98, effective 7/1/98. Statutory Authority: RCW 9.46.0277 and 9.46.-

070. 96-07-077, § 230-20-335, filed 3/19/96, effective 7/1/96. Statutory Authority: RCW 9.46.070. 95-07-093, § 230-20-335, filed 3/17/95, effective 7/1/95.]

**WAC 230-20-350 Licensees may join together to conduct a raffle.** Persons holding a license to conduct a raffle or raffles, may join together with any other person or persons holding such a license to jointly conduct a raffle only if the following conditions are met:

(1) Approval to do so is received by each licensee from the commission for that particular raffle prior to the sale of any tickets in connection therewith;

(2) The method by which the income, expenditures for prizes, and all other expenses, received and expended in connection with the raffle will be apportioned among the licensees conducting the raffle is disclosed in writing to the commission, together with the application for the commission's approval of the joint raffle;

(3) A separate bank account is established by one of the participating licensees, all of the proceeds from the raffle are deposited therein, and all of the expenses in connection with the raffle, including but not limited to, all payments for prizes, is made therefrom;

(4) Records are kept by each of the participating licensees which clearly disclose the amount of money received and expended by that licensee and by each other participating licensee in connection with the raffle. Records of expenses shall disclose for what purpose the money was spent.

(5) All gross receipts received by each individual participating organization shall count toward their individual license gross receipts limit.

[Statutory Authority: RCW 9.46.070 (8), (11) and (14). 89-11-048 (Order 192), § 230-20-350, filed 5/16/89; Order 18, § 230-20-350, filed 5/21/74.]

**WAC 230-20-360 Licensee for the conduct of bingo games at agricultural fairs shall not allow another to do so without a permit.** An agricultural fair licensed for the operation of bingo shall not allow any other person to conduct bingo under the authority of the fair's license unless approval of that person, and a permit therefor, has been obtained from the commission under WAC 230-04-191, or 230-04-193.

[Order 53, § 230-20-360, filed 5/25/76; Order 42, § 230-20-360, filed 9/18/75; Order 15, § 230-20-360, filed 4/17/74.]

**WAC 230-20-370 Licensees may rent equipment to conduct amusement games.** A bona fide charitable or non-profit organization licensee, or any of its regular members, may rent or otherwise obtain equipment used by the organization to conduct bingo or amusement games from any person so long as any price paid for such equipment, or for use of such equipment, is reasonable, is a lump sum or hourly rate established in the competitive market, and is not based upon a percentage of the income or profit derived from the conduct of such activities.

[Order 18, § 230-20-370, filed 5/21/74.]

**WAC 230-20-400 Certain lower volume licensees exempted from certain rules.** Persons holding the licenses issued under the classes and circumstances set forth in WAC 230-04-065 or persons operating without a license under

(2007 Ed.)

RCW 9.46.0315 and 9.46.0321 need not comply with the following rules of the commission, except as noted:

(1) WAC 230-04-280 requiring notification to local law enforcement of their activity, but nonlicensees must comply with RCW 9.46.0315 and 9.46.0321.

(2) WAC 230-08-080 requiring certain daily records: Provided, That all such persons in the alternative, must comply with WAC 230-08-015 (1), (2), and (3).

(3) WAC 230-08-010 concerning operator records: Provided, That all such persons must, in the alternative, comply with WAC 230-08-015 (1), (2), and (3).

(4) WAC 230-08-120 requiring quarterly reports: Provided, That holders of such classes of licenses must in the alternative, comply with WAC 230-08-015(4).

(5) With respect to volunteer operators only, i.e., those not compensated for their work by the licensee, WAC 230-20-220 prohibiting certain persons from playing in bingo games.

(6) WAC 230-20-190 concerning bingo card prices.

(7) WAC 230-20-230 concerning free games for winners.

[Statutory Authority: RCW 9.46.070 and 34.05.230. 01-01-016 (Order 396), § 230-20-400, filed 12/6/00, effective 1/6/01. Statutory Authority: RCW 9.46.070, 9.46.0315 and 9.46.0321. 94-07-084 (Order 250), § 230-20-400, filed 3/16/94, effective 4/16/94; Order 80, § 230-20-400, filed 12/28/77; Order 53, § 230-20-400, filed 5/25/76; Order 29, § 230-20-400, filed 1/23/75; Order 14, § 230-20-400, filed 3/27/74.]

**WAC 230-20-508 Authorized amusement games—Types, standards and classifications.** The commission hereby authorizes the following amusement games, whether coin operated or not, to be operated by persons possessing a commercial amusement game license, or bona fide charitable or nonprofit organizations possessing a license issued by the gambling commission or when conducted as authorized by RCW 9.46.0321 at an authorized location.

(1) In all amusement games, a merchandise prize must be awarded to the player, if the player is successful at achieving the objective of the game, with one cost of play.

(2) All amusement games operated within the state of Washington must meet the standards of at least one of the following classifications:

(a) Group I - Ball toss/kick games: The player throws or kicks a ball or balls in order to achieve a specified goal. Upon achieving the goal of the game, the player is awarded a prize.

(i) All balls for each game must be uniform in size and weight.

(ii) All targets for each game must be of the same weight and size or the operator must color code the target and advise the player of the difference in targets if the difference is not visible to the player.

(iii) No target may have a loose or floating weight.

(iv) The weight of any target will not exceed seven and one-half pounds.

(v) When the goal is to estimate the speed of the ball thrown or kicked, a minimum of three balls will be used to estimate the speed by the player and one ball for the actual throw or kick.

(vi) When ping pong or similar light weight balls are utilized in games requiring the ball to be tossed into a dish, sau-

cer, cup or similar container, water must be placed in the bottom of each such container.

(b) Group II - Dart games: The player throws one or more darts into a target or target area. Upon successfully achieving a predetermined score, pattern, penetrating and/or breaking a target, or just sticking in the target, the player is awarded a prize.

(i) All darts must be uniform in size and in original condition with the point sharp or functional suction-cup darts and all feathers or tail sections intact.

(ii) The targets and target area for all dart games must be of a material capable of being penetrated and retaining a metal tip dart; or holding a suction-cup dart.

(iii) The target area will be in the rear of the stand and will be at least three feet but not more than fifteen feet from a foul line.

(iv) In "add em up games," when the player must achieve a predetermined score, all darts stuck on the lines will receive another throw. The player has the right to add up the score of the darts thrown.

(c) Group III - Hoop or ring toss games: The player must toss one or more hoops or rings over one or more targets which may consist of bottles, pegs, blocks, prizes, or any item capable of having a ring or hoop tossed over it.

(i) The operator must specifically advise the player as to the degree that the hoop(s) or ring(s) must go over the target.

(ii) All hoops or rings for each game must be uniform in size and shape and must be capable of going over the target.

(iii) All targets used at an individual stand must be the same size or the operator must disclose to the player by posting signs or using color codes to denote the different sizes.

(d) Group IV - Coin/token toss games: The player or players toss one or more coins or tokens onto a surface or into a target or target area. The game must have a clear and unobstructed thirty-six inch vertical airspace above the target, target area, or surface. The target, target area, or surface must be level. Any game which has a target or target area of four square inches or less must award a prize if any part of the coin or token is within the target or target area.

(e) Group V - Eye/hand coordination games: The player or players perform a task or tasks which requires the player to use the coordination between their hand(s) and eye(s) to successfully complete the task or tasks. The task or tasks may include one or a combination of the following:

(i) Striking a moving or fixed object or target to include a sequence of moving or fixed objects or targets;

(ii) Causing object(s) to be launched at target(s) from a device. The objects are aimed so they may land in, on, or through a target(s) to include catching or having the object(s) caught in the target(s);

(iii) Dropping object(s) onto target(s) or target area(s) or surface(s), to include covering the target(s), target area(s), or surface(s) with the object(s);

(iv) Capturing, lassoing, hooking, or getting a hold of an object(s) and causing them to move or change position;

(v) Guiding object(s) or images through a pattern, maze, or task;

(vi) Climbing on, over, through, or around object(s); or

(vii) Similar tasks.

(A) If a player is required to cover a spot or specific target area, then the target or target area must be a circular spot.

(I) The player must receive at least five circular discs to drop on the target or target area.

(II) The diameter of the circular discs used to cover the target or target area must be at least sixty-four percent of the diameter of the target spot or area.

(III) The target spot or area must be permanently affixed to a solid surface.

(B) A regulation billiard table, balls, and cue must be used for any game requiring a player to perform any task or tasks normally associated with playing billiards or pool.

(C) In games where objects are launched, tossed, or catapulted at target(s), the launching device shall respond in an identical manner on repetitive uses when an equal amount of force is applied or selected by the player.

(f) Group VI - Strength test games: The player(s) tests their own strength in performing a task or tasks for a predetermined number of times or length of time. This may include hand, arm, or whole body strength and may also require the player to use a tool or instrument to strike an object or target, which may cause the object to be propelled or travel a specific distance. The task(s) may require the object(s) to strike another object(s) to achieve the objective.

(g) Group VII - Crane games: The player, using one or more of a variety of control methods, maneuvers a crane or claw device into a position to attempt to retrieve a prize. All games must meet the following conditions:

(i) At least twenty seconds playing time per operation.

(ii) Crane or claw must be capable of reaching, picking up, and dispensing all prizes contained within the machine.

(iii) The controls for the machine must be clearly labelled as to their function.

(iv) Prizes must be loose and shall not be packed, arranged, lodged, or intertwined in the machine in any way which would prevent the prize from being picked up by the crane or claw and dispensed.

(h) Group VIII - Penny fall games: Penny fall games are electronic or electro-mechanical games in which:

(i) The player inserts a coin or token into a chute;

(ii) The player controls the direction the coin or token falls by aiming the chute;

(iii) The coin or token will land on a flat surface or surfaces which have a sweeper(s) and/or a pusher arm moving across the surface or surfaces;

(iv) The surfaces shall be level and contain similar coins or tokens;

(v) A carefully aimed coin or token will cause coins or tokens on the flat surface(s) to be pushed or swept into holes or chutes dispensing the tokens or awarding a set number of tickets to the player;

(vi) The game may contain additional factors which if properly negotiated or struck by a coin or token, will award additional tickets to the player;

(vii) The additional factor may be in the form of targets that when lit, grant the player bonus tickets when the coin or token passes over the target;

(viii) Any such additional targets or bonus opportunities must be activated prior to the player inserting the coin or token to start play and must remain activated for a period of time sufficient to allow the player to attempt to strike or negotiate the targets or bonus opportunities;



(ix) The skill of the player must be the determining factor in the outcome of the game; and

(x) Merchandise prizes may be placed on the coins, tokens, or other surfaces in the game and if the prize is pushed into a hole or chute then it is awarded to the player. All such prizes must fit into or down the hole or chute in the game which awards prizes to the player.

(i) Group IX - Ball roll down games: The player rolls one or more balls to a target or target area. Upon achieving the objective of the game, the player is awarded a prize.

(i) Ball roll down games may be either one player attempting to score a predetermined number of points by landing in a target or target area, or striking and/or knocking down a target or targets.

(ii) Ball roll down games may be more than one player attempting to score a predetermined number of points, striking and/or knocking down a target(s), or landing in a target area. The first player to accomplish the goal is awarded a prize.

(j) Group X - Shooting games: A game in which the player or players use a device to fire a projectile or projectiles to hit a target or targets. The projectiles may include pellets, BB's, corks, water, electronic beams, light beams, balls, or suction-cup darts. The targets may be stationary or mobile. The player or players may be required to:

(i) Completely shoot out or obliterate a target or portion thereof;

(ii) Hit a target or specific portion thereof; or

(iii) Hold an electronic beam, light beam, or water stream on a target or portion thereof to achieve a specific result.

(A) All safety requirements of the local city or county ordinances must be observed by the operator and player(s).

(B) A short range shooting gallery must give a player at least four shots to shoot out a target which has a diameter of one-quarter inch or less, or at least one shot per target which must be struck. Targets must be at least one-half inch square and may include a bullseye section which the player must shoot out without touching the outside of the target.

(C) Shoot-out-the-star games must give the player at least one hundred projectiles in an automatic type device to shoot out a star which is no more than one and one-quarter inch from point to point.

(D) Games may award a prize based upon the number of players participating and use a combined score to determine the winner.

(E) If suction-cup darts are used in the game, a player must receive another turn if the dart does not stick to the target area.

(F) If targets must be knocked over or off of a shelf, then the bases of the targets must be uniform front and rear.

(G) If a player is required to destroy or obliterate all or part of a target, then the player must have the right to visually inspect the target at the conclusion of the game.

(k) Group XI - Cake walks and fish pond games: Cake walks and fish ponds, as commonly known, are amusement games. Cake walks involve a number of players walking on a numbered or color-coded circle while music is played. When the music stops, the player's prize is determined by the number or color of the portion of the circle they are standing on. Fish ponds are games where players receive a prize every

(2007 Ed.)

time they compete, by either hooking or capturing a fish or similar object floating in a pool of water with a number or symbol on the bottom of the fish or object which corresponds to a prize or the operator may place a prize directly onto the "line" or catching device of the player from behind a curtain or similar obstruction.

(3) All classifications of amusement games must be operated as either an attended amusement game as defined by WAC 230-02-511 or as a coin or token activated amusement game as defined by WAC 230-02-514.

(4) No amusement game shall award additional plays as a prize.

(5) Operators may introduce new games that meet the standards of the applicable classification without prior approval of the commission: Provided, That an operator must provide to the commission at least sixty days prior to such introduction a description of the game, the rules of play, and a justification for the classification selected: Provided, further, That upon notification by the director that the proposed game does not meet the selected classification, or otherwise violates a provision of law or commission rule, the game may not be introduced, or if already introduced, must be removed from play until its operation is brought into compliance with such law or rules. New games not falling within the classifications of this rule may be approved by the director for a twelve-month test period pending submission of a petition to amend the rule.

[Statutory Authority: RCW 9.46.070. 94-01-036, § 230-20-508, filed 12/6/93, effective 1/6/94.]

**WAC 230-20-509 Amusement games—Classification to be assigned by operator.** Licensed operators of amusement games shall evaluate each game being operated under their control and determine the group type, specified by WAC 230-20-508, of each game. Operators shall prepare a list of all such games which they plan to operate during each license year and submit this list to the commission. Such list shall contain the following information:

- (1) The name under which the game is being played; and
- (2) The group type of each game.

[Statutory Authority: RCW 9.46.070. 94-01-036, § 230-20-509, filed 12/6/93, effective 1/6/94.]

**WAC 230-20-510 Attended amusement games—Operational restrictions.** Regular operation of attended amusement games shall include, but not be limited to the following: Collection of valuable consideration from the player(s), providing equipment or components to the player(s) to allow participation in the game, and delivery of a merchandise prize(s) to any player successfully achieving the stated goal of the game. Regular operation shall not include material assistance in playing the game or participation in the game by the attendant. Any such game shall be conducted in accordance with all other rules of the gambling commission and provisions of chapter 9.46 RCW.

[Statutory Authority: RCW 9.46.070. 96-07-076, § 230-20-510, filed 3/19/96, effective 7/1/96.]

**WAC 230-20-600 Amusement games—Licensee to give notice to local police jurisdiction prior to conduct-**

[Title 230 WAC—p. 129]

**ing—Inspection of equipment by police.** No person licensed to conduct amusement games shall conduct any such games at any location within the state of Washington without having first given notice to the local police agency of the jurisdiction within which the amusement games are to be conducted. Such notice shall be in writing, addressed to the head of the local police agency, and shall be delivered no less than ten days in advance of the date upon which the amusement games are to be conducted: Provided, That this time may be reduced by the chief officer of the local law enforcement agency for good cause shown.

Such notice shall include the following information:

(1) The name and address of the licensee, and the name and local address of the person exercising managerial authority over the conduct of the games at that location;

(2) The date or dates the amusement games will be conducted;

(3) The location at which the amusement games will be conducted.

The licensee shall not utilize any equipment in the conduct of the amusement games unless the equipment has been available for inspection by the local police agency for a period of two hours immediately preceding such utilization.

(4) The requirements in this section shall not apply to locating individual commercial amusement games at an existing location.

[Statutory Authority: RCW 9.46.070 (1), (3), (8), (9), (11), (13), (14), (20) and 9.46.0331. 97-09-073, § 230-20-600, filed 4/22/97, effective 7/1/97; Order 55, § 230-20-600, filed 6/25/76.]

**WAC 230-20-610 Amusement games—Factors affecting skill to be readily visible to players.** No amusement games shall be conducted within the state of Washington wherein the physical limitations affecting the degree of skill necessary to win a prize are not readily visible to the player. For example, if any target, basket, hoop, can, or other similar device utilized in an amusement game, has any limiting features not readily visible to the player, a duplicate thereof showing the limitation or restriction shall be placed so as to be readily visible to the players.

[Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-07-059 (Order 175), § 230-20-610, filed 3/15/88; Order 55, § 230-20-610, filed 6/25/76.]

**WAC 230-20-615 Amusement games—Material degree of skill required—Standards.** No amusement game shall be conducted within the state of Washington unless the outcome of said game depends to a material degree upon the skill of the contestant. The standard to be applied shall be the following:

(1) Do contestants' physical and or mental abilities play an important and integral role in determining the outcome of the game; and

(2) Would the success rate of the average contestant(s) improve with repeated play or practice.

If both subsections (1) and (2) of this section are present, a material degree of skill in the outcome of a game shall be deemed to be present.

[Statutory Authority: RCW 9.46.070. 94-01-036, § 230-20-615, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-07-059 (Order 175), § 230-20-615, filed 3/15/88.]

[Title 230 WAC—p. 130]

**WAC 230-20-620 Amusement games—Objects to be thrown to be uniform—Similar games not to use different objects unless designated.** No person licensed to conduct amusement games shall conduct any such game within the state of Washington wherein the winning of a prize depends upon the player's ability to throw or project an object unless all such objects available to any player in said game are uniform in size and weight. No licensee shall conduct more than one game of a similar type on the same premises utilizing similar objects of a different size or weight, unless the difference in such objects is readily apparent or designated by, for example, use of a color scheme.

[Statutory Authority: RCW 9.46.070. 95-09-064 (Order 269), § 230-20-620, filed 4/18/95, effective 5/19/95; Order 55, § 230-20-620, filed 6/25/76.]

**WAC 230-20-630 Amusement games—Fees, rules, prizes and variations in objects to be posted—Fees to be paid in cash or scrip—Prizes not to differ from those posted.** Amusement game operators shall fully inform players regarding all aspects of the activity, including at least the following:

(1) No person shall conduct any amusement game at any location within the state of Washington unless players are notified of the cost to play, rules of play, and prizes available. Notification shall be by posting of a sign that is readily visible, unobstructed from view, made of permanent material, such as wood, poster board, metal or plastic, and all required information is imprinted by use of lettering at least one and one-half inches in height: Provided, That if the activity is a coin or token activated game and all aspects of the activity are within four feet of the player, the sign and information required by this subsection may either be preprinted on the machine by the manufacturer or by a sign attached to the machine. The lettering for such signs may be smaller than one and one-half inches in height as long as the sign is conspicuous and legible to players. The following information shall be imprinted on signs required by this section:

(a) Fees charged for playing;

(b) The rules by which the game is to be played;

(c) Prizes or numbers of tickets to be won;

(d) Any variation in the size or weight of objects utilized in the game which is not readily visible to the player;

(e) The name of the operator and an assigned concession number, if applicable; and

(f) The group number of the game being conducted.

(2) All licensees operating amusement games under a "limited location" license shall assign each concession a number and a list of all concessions and their assigned numbers shall be kept available in the concession office.

(3) No amusement games shall be conducted wherein the price charged for playing said game is paid other than in cash, or in an amount other than that posted upon the premises of said game. The term "cash" as used herein shall include checks. In addition, the operator may accept as consideration, tokens, scrip or tickets, but only under the following conditions:

(a) The value of each token, ticket or item of script, as measured by the equivalent amount of cash which a player would have to present in lieu of said token, ticket or scrip, must be indicated on the face thereof;

(2007 Ed.)

(b) Said tokens, tickets or scrip are not redeemable for cash;

(c) Said tickets or scrip shall bear the name of the operator or sponsor.

(4) No amusement games shall be conducted within the state of Washington wherein the prize to be given to a prospective winner is other than that posted upon the premises of said game: Provided, however, That after an individual player has won two or more prizes, an operator may offer said player the opportunity to exchange said prizes for one or more other prizes, but only if the prize to be received by the player in exchange was on display during the play of the game. Any prize system which requires forfeiture of previously won prize(s) in exchange for another play is prohibited. Operators of amusement games may utilize a scheme for distribution of prizes wherein the winners of individual prizes receive tickets, which are subsequently redeemable in combination with other tickets won for a merchandise prize.

[Statutory Authority: RCW 9.46.070 (1), (3), (8), (9), (11), (13), (14), (20) and 9.46.0331. 97-09-073, § 230-20-630, filed 4/22/97, effective 7/1/97. Statutory Authority: RCW 9.46.070. 95-12-051, § 230-20-630, filed 6/2/95, effective 7/3/95; 94-01-036, § 230-20-630, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 9.46.070 and 9.46.0331. 91-19-093 (Order 227), § 230-20-630, filed 9/18/91, effective 10/19/91. Statutory Authority: RCW 9.46.070 (4), (11) and (14). 89-24-002 (Order 201), § 230-20-630, filed 11/27/89, effective 12/28/89. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-07-059 (Order 175), § 230-20-630, filed 3/15/88; Order 55, § 230-20-630, filed 6/25/76.]

**WAC 230-20-640 Amusement games—Sample of prizes to be displayed.** No person licensed to conduct amusement games shall conduct any such game within the state of Washington unless there is on display in a place readily visible to all persons playing such game a sample of each type of prize available to be won.

[Order 55, § 230-20-640, filed 6/25/76.]

**WAC 230-20-650 Amusement games—Coin toss games.** No person licensed to conduct amusement games shall conduct any such game within the state of Washington wherein the ability of a player to win a prize depends upon causing a coin to land within the confines of a space unless the following conditions exist with respect to said game:

(1) There must exist an unobstructed air space, of at least thirty-six inches in height, above any surface upon which the landing of a coin will result in the awarding of a prize.

(2) Plates, spots, targets, etc. will not be inclined so as to give an advantage to the operator.

(3) If the area of an enclosed surface upon which the landing of a coin will result in the awarding of a prize is four square inches, or less, a prize must be awarded to any participant who causes a coin to land so that any part of said coin is within any part of said area.

[Statutory Authority: RCW 9.46.030(5). 81-21-033 (Order 114), § 230-20-650, filed 10/15/81; Order 55, § 230-20-650, filed 6/25/76.]

**WAC 230-20-660 Amusement games—Target shoot—Target to be brought to contestant on demand.** No person licensed to conduct any games shall conduct any such game within the state of Washington wherein a person is required to shoot a firearm, air gun, pellet gun, BB gun or similar device at a target, and, as a condition of winning a

prize, destroy or obliterate part or all of that target, unless the contestant is allowed to have the target brought to him for his inspection at his request, at any time and without limitation.

[Order 55, § 230-20-660, filed 6/25/76.]

**WAC 230-20-670 Commercial amusement games—Operating restrictions.** Class B or above commercial amusement game licensees locating and operating amusement games at premises not owned, leased, or otherwise controlled by them, as authorized by WAC 230-04-138(5) shall comply with the following restrictions:

(1) Each location where commercial amusement games are operated shall be required to obtain an amusement game license;

(2) A charitable/nonprofit organization licensed to operate amusement games or any person licensed for Class A (premise only) commercial amusement games may enter into a contract with a Class B or above commercial amusement game licensee to operate amusement games on their premises. All contracts regarding the operation of amusement games shall be submitted to the commission and become part of the license file. Violations of the terms of the contract by a commercial amusement game operator may be grounds for suspension or revocation of their license. All contracts must be written and specific in terms, setting out the time of the contract, amount of rent or consideration to be paid, rent due dates, and all expenses to be borne by each party;

(3) The rent or consideration paid to a Class A commercial amusement game location may be based on a percentage of revenue generated by the activity if the method of distribution is specific;

(4) The rent or consideration paid to charitable/ nonprofit organizations shall not be based on a percentage of revenue generated by the activity unless the amount returned to the organization is equal to or exceeds twenty-two percent of the gross gambling receipts. Shall be paid to the organization at least once a month;

(5) No Class B or above commercial amusement game operator shall allow operation of a game at a premise which has not been previously licensed by the commission.

[Statutory Authority: RCW 9.46.070. 93-19-090 (Order 244), § 230-20-670, filed 9/15/93, effective 10/16/93. Statutory Authority: RCW 9.46.070(2) and 9.46.0331(2). 93-12-082, § 230-20-670, filed 5/28/93, effective 7/1/93. Statutory Authority: RCW 9.46.070. 92-21-056 (Order 233), § 230-20-670, filed 10/19/92, effective 11/19/92. Statutory Authority: RCW 9.46.070 and 9.46.0331. 91-19-093 (Order 227), § 230-20-670, filed 9/18/91, effective 10/19/91. Statutory Authority: RCW 9.46.070 (4), (11) and (14). 89-24-002 (Order 201), § 230-20-670, filed 11/27/89, effective 12/28/89.]

**WAC 230-20-680 Commercial amusement games—Operation restrictions.** (1) No person shall operate commercial amusement games in any location except under the following conditions:

(a) The operation of amusement games must be closely monitored and controlled to ensure all games are operated in accordance with all provisions of this WAC title;

(b) The players are protected from fraud and game manipulation; and

(c) All games and/or machines are maintained in proper condition to ensure the operation is as approved by WAC 230-20-508.

(2) All locations where school-aged minors are allowed to play must be supervised by an adult during all hours of operation. The adult supervisor will ensure that school-age minors are prohibited from entry and/or playing amusement games in locations authorized by WAC 230-04-138 (1)(g), (i), (j), or (k) during school hours and after 10:00 p.m. on any day: Provided, That school-aged minors are prohibited from entry into licensed amusement game locations in regional shopping centers after the normal shopping area closing hours on Sunday through Thursday.

[Statutory Authority: RCW 9.46.070 and 9.46.0331. 94-07-084 (Order 250), § 230-20-680, filed 3/16/94, effective 4/16/94. Statutory Authority: RCW 9.46.070. 93-01-013 § 230-20-680, filed 12/4/92, effective 1/4/93. Statutory Authority: RCW 9.46.070 and 9.46.0331. 91-19-093 (Order 227), § 230-20-680, filed 9/18/91, effective 10/19/91.]

**WAC 230-20-685 Commercial amusement games—Wager and prize limitations.** For locations authorized under WAC 230-04-138 (1)(g), (i), (j), or (k) where school-aged minors are allowed to play, the following limitations shall apply.

(1) Prize limitations. No prize offered shall exceed a cost to the operator of two-hundred fifty dollars.

(2) Consideration. The maximum wager for play shall not exceed fifty cents.

[Statutory Authority: RCW 9.46.070 (3), (11), (14) and (20). 97-11-021, § 230-20-685, filed 5/13/97, effective 7/1/97. Statutory Authority: RCW 9.46.070(2) and 9.46.0331(2). 93-12-082, § 230-20-685, filed 5/28/93, effective 7/1/93. Statutory Authority: RCW 9.46.070 (3)(11)(14). 92-19-106 (Order 230), § 230-20-685, filed 9/18/92, effective 10/19/92.]

**WAC 230-20-700 Coin or token activated amusement games—Standards.** (1) All coin or token activated amusement games operated at locations authorized under WAC 230-04-138 (1)(f), (g), (i), (j), (k), or (l) must have non-resettable coin-in meters, the removal or disconnection of which stops the play of the machine. The meter must be certified as accurate to within plus or minus 1 coin or token in 1,000 plays.

(2) All coin or token activated amusement games must have a coin acceptor capable of taking money for one play and may have an additional acceptor to include paper money. All games utilizing paper money acceptors shall either return change or clearly disclose to the customer that change is not returned by the device and where on the premises this change may be obtained prior to play. Operators using amusement games that do not return change must have a change-making bill acceptor or the ability to obtain change, in the immediate vicinity of such games.

[Statutory Authority: RCW 9.46.070. 94-23-093 (Order 260), § 230-20-700, filed 11/17/94, effective 1/1/95; 94-01-036, § 230-20-700, filed 12/6/93, effective 1/6/94. Statutory Authority: Chapter 9.46 RCW. 91-21-053 (Order 228), § 230-20-700, filed 10/15/91, effective 11/15/91.]

## Chapter 230-25 WAC FUND-RAISING EVENTS

### WAC

230-25-020	Fund-raising event—Licensee to give notice to local police jurisdiction prior to conducting—Inspection of equipment by police.
230-25-030	Fund-raising event—Ten thousand dollars annual net receipts maximum.

[Title 230 WAC—p. 132]

230-25-033	Fund-raising events on New Year's Eve extending past midnight.
230-25-040	Fund-raising event—House rules to be developed and posted—Limitations on wagers.
230-25-045	Poker tournaments at fund-raising events and limited fund-raising events.
230-25-050	Wagering among participants not permitted.
230-25-055	Use of chips, scrip or similar items at fund-raising event.
230-25-060	Coin-operated gaming devices prohibited.
230-25-065	Licensees may join together to conduct a fund-raising event.
230-25-070	Fund-raising events—Central accounting system required.
230-25-100	Fund-raising event—Leasing of commercial business premises—Conditions.
230-25-110	Fund-raising event—Equipment use, lease or rental from licensee only.
230-25-120	Expenditure limits for fund-raising events.
230-25-150	Pull-tabs at fund-raising events—Authorized.
230-25-160	Pull-tabs at fund-raising events—Operational requirements—Limitations.
230-25-200	Bingo at fund-raising events.
230-25-220	Raffles or similar drawings conducted at fund-raising events.
230-25-230	Raffles or similar lotteries at fund-raising events—Tickets to be sold and income to be accounted for separately.
230-25-235	Fund-raising event—Rules for blackjack.
230-25-240	Prizes to be awarded only to persons who were present, and purchased tickets or made wagers, at fund-raising event.
230-25-250	Operation of punch boards at a fund-raising event prohibited.
230-25-260	Bona fide member of organization conducting fund-raising event.
230-25-265	Fund-raising event—Regular salary for licensee's employee not "payment" for work on fund-raising event under certain conditions—Food and beverage exception.
230-25-270	Certain incidental functions at fund-raising event not part of management and operation of event.
230-25-310	Fund-raising event—List of workers to be available on premises.
230-25-315	Workers to wear identification tags.
230-25-320	Limits for operation and participation in fund-raising events.
230-25-325	Limited fund-raising event—Procedures and restrictions.
230-25-330	Recreational gaming activity—Rules for play.

### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

230-25-035	Recreational fund-raising event. [Statutory Authority: RCW 9.46.070(13). 79-12-057 (Order 94), § 230-25-035, filed 11/28/79.] Repealed by 81-19-072 (Order 111), filed 9/15/81. Statutory Authority: RCW 9.46.020(23) and 9.46.070(14).
230-25-071	Fund-raising event—Definitions of job titles. [Statutory Authority: RCW 9.46.070(13). 78-11-049 (Order 87), § 230-25-071, filed 10/20/78.] Repealed by 81-19-072 (Order 111), filed 9/15/81. Statutory Authority: RCW 9.46.020(23) and 9.46.070(14).

**WAC 230-25-020 Fund-raising event—Licensee to give notice to local police jurisdiction prior to conducting—Inspection of equipment by police.** No person licensed to conduct fund-raising events shall conduct any such events at any location within the state of Washington without having first given notice to the local police agency of the jurisdiction within which the fund-raising events are to be conducted. Such notice shall be in writing, addressed to the head of the local police agency, and shall be delivered no less than ten days in advance of the date upon which the fund-raising event is to be conducted: Provided, That this time may be reduced by the chief officer of the local law enforcement agency for good cause shown.

Such notice shall include the following information:

(2007 Ed.)

(1) The name and address of the licensee, and the name and local address of the person exercising managerial authority over the conduct of the event at that location;

(2) The date or dates the fund-raising event will be conducted;

(3) The location at which the fund-raising event will be conducted.

The licensee shall not utilize any equipment in the conduct of the fund-raising event unless the equipment has been available for inspection by the local police agency for a period of two hours immediately preceding such utilization.

[Order 78, § 230-25-020, filed 11/17/77.]

**WAC 230-25-030 Fund-raising event—Ten thousand dollars annual net receipts maximum.** (1) The annual net receipts an organization shall earn conducting fund-raising events (FREs) must not exceed ten thousand dollars. Licensees must ensure the net receipts limit is not exceeded. Net receipts are calculated by subtracting money used to purchase prizes and pay-out cash prizes, from all wagers and bets received. This limitation applies to licensees conducting:

(a) One FRE for a period of seventy-two consecutive hours once during a calendar year; or

(b) Two FRE occasions during a calendar year. Each event shall not exceed twenty-four consecutive hours.

**Limited FREs may deduct cost of equipment rental.**

(2) Licensees conducting *limited* FREs (see WAC 230-25-325) may also deduct the cost of equipment rental from their gross receipts (all wagers and bets received) when calculating the ten thousand dollar annual net receipts maximum.

**Distribution of excess net receipts.**

(3) Licensees conducting FREs must distribute excess net receipts to another charitable or nonprofit organization that is either licensed by the commission, or meets the criteria set forth in RCW 9.46.0209. The money must be distributed by check within thirty calendar days following the FRE. The licensee shall conspicuously post in the FRE gambling area the name(s) of the organization(s) that will receive the money earned in excess of the ten thousand dollar annual net receipts limit.

[Statutory Authority: RCW 9.46.070. 00-15-048 (Order 387), § 230-25-030, filed 7/17/00, effective 8/17/00. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-25-030, filed 6/15/84. Statutory Authority: RCW 9.46.070(7). 82-15-009 (Order 124), § 230-25-030, filed 7/9/82. Statutory Authority: RCW 9.46.020(23) and 9.46.070(14). 81-19-072 (Order 111), § 230-25-030, filed 9/15/81. Statutory Authority: RCW 9.46.020(23) and 9.46.070(1). 80-06-038 (Order 102), § 230-25-030, filed 5/12/80. Statutory Authority: RCW 9.46.070(10). 78-11-049 (Order 87), § 230-25-030, filed 10/20/78; Order 78, § 230-25-030, filed 11/17/77.]

**WAC 230-25-033 Fund-raising events on New Year's Eve extending past midnight.** For the purposes of computing and applying limitations in chapter 9.46 RCW and these rules upon income to the licensee and upon the number of events, or consecutive hours in such events, in a calendar year, a fund-raising event which (1) includes any part of December 31, and (2) continues past midnight into the new calendar year, shall be treated as if each hour of the event had

(2007 Ed.)

been held solely in the calendar year designated by the licensee upon the license application submitted to the commission for the event.

[Statutory Authority: RCW 9.46.020(23) and 9.46.070(14). 81-19-072 (Order 111), § 230-25-033, filed 9/15/81. Statutory Authority: RCW 9.46.070(13). 80-06-038 (Order 102), § 230-25-033, filed 5/12/80.]

**WAC 230-25-040 Fund-raising event—House rules to be developed and posted—Limitations on wagers.** (1) Before conducting a fund-raising event (FRE), each licensee shall develop house rules to govern the scope and manner of all gambling activities to be conducted during the FRE. At a minimum, these rules shall:

(a) State the maximum amount of a single wager that may be placed by FRE participants. Wagering limits are as follows:

(i) Single wagers shall not exceed ten dollars;

(ii) Raffles or other similar drawings may exceed the ten dollar wagering limit, but may not exceed the limitations set forth in RCW 9.46.0277;

(iii) There are no limits on wagers made using scrip; and

(iv) There are no limits on the number of poker tournament chips that may be wagered.

(b) Prohibit any thing of value from being given to any person involved in the management or operation of the FRE; and

(c) Prohibit any person involved in the management or operation of the FRE from accepting any thing of value.

**Posting house rules.**

(2) A copy of the rules shall be conspicuously posted in the area where the FRE is being conducted at all times during the FRE. A copy must be available, upon request, to any law enforcement officer or representative of the commission, or member of the general public.

[Statutory Authority: RCW 9.46.070. 06-21-114 (Order 463), § 230-25-040, filed 10/17/06, effective 11/17/06; 00-15-048 (Order 387), § 230-25-040, filed 7/17/00, effective 8/17/00. Statutory Authority: RCW 9.46.0277 and 9.46.070. 96-07-077, § 230-25-040, filed 3/19/96, effective 7/1/96. Statutory Authority: RCW 9.46.020(23) and 9.46.070(14). 81-19-072 (Order 111), § 230-25-040, filed 9/15/81. Statutory Authority: RCW 9.46.070(10). 78-11-049 (Order 87), § 230-25-040, filed 10/20/78; Order 78, § 230-25-040, filed 11/17/77.]

**WAC 230-25-045 Poker tournaments at fund-raising events and limited fund-raising events.** Poker tournaments are authorized at fund-raising events (FREs) and limited FREs under FRE rules with the following additional requirements.

**Net receipts limitation.**

(1) All money paid to enter a tournament or purchase chips or script to enter a tournament is considered to be a wager for the purpose of determining the \$10,000 net receipts limits.

**Prizes.**

(2) Chips used in card tournaments do not have a monetary value and may only be redeemed for prizes.

[Title 230 WAC—p. 133]

**Posting of rules.**

(3) The licensee must adopt poker tournament rules and conspicuously post the rules at the tournament location.

**Prize records.**

(4) The licensee must maintain a record of all prizes awarded to include the amount the licensed operator actually paid for each prize and the name and complete address of each winning participant. If prizes are donated, the licensee must maintain a record that includes the name of the donor and a description of the prizes donated.

[Statutory Authority: RCW 9.46.070. 06-21-114 (Order 463), § 230-25-045, filed 10/17/06, effective 11/17/06.]

**WAC 230-25-050 Wagering among participants not permitted.** Licensees conducting a fund-raising event shall not permit, as a part of that fund-raising event, a gambling activity which involves a wagering of money or other items of value by one participant against another participant. This rule does not prohibit gambling activities wholly administered by the licensee wherein the licensee collects wagers from among the participants and determines the winners and amounts of prizes on a parimutuel basis or poker tournaments as authorized under WAC 230-25-045.

[Statutory Authority: RCW 9.46.070. 06-21-114 (Order 463), § 230-25-050, filed 10/17/06, effective 11/17/06; Order 78, § 230-25-050, filed 11/17/77.]

**WAC 230-25-055 Use of chips, scrip or similar items at fund-raising event.** All chips, scrip or similar items, used as a substitute for money at a fund-raising event shall be issued only during and at the fund-raising event itself.

No such chips, scrip or similar items shall be redeemed by any licensee after the event is concluded.

[Statutory Authority: RCW 9.46.070. 95-12-051, § 230-25-055, filed 6/2/95, effective 7/3/95; Order 80, § 230-25-055, filed 12/28/77.]

**WAC 230-25-060 Coin-operated gaming devices prohibited.** In no event shall coin-operated pull-tab dispensing devices, or any other mechanical gambling or lottery device activated by insertion of a coin or other object be utilized at or in connection with the conduct of, the fund-raising event.

[Order 78, § 230-25-060, filed 11/17/77.]

**WAC 230-25-065 Licensees may join together to conduct a fund-raising event.** (1) Organizations holding a license to conduct a fund-raising event may join together with other organizations holding such a license to jointly conduct a fund-raising event providing that the following conditions are met:

(a) Prior approval to do so is received by each licensee from the commission for that particular fund-raising event;

(b) The method by which any income or losses and expenditures will be received, expended, and apportioned among the licensees conducting the fund-raising event is disclosed in writing to the commission, together with the application for the fund-raising event. Changes to the original application must be approved by the commission;

(c) The percentage of income or loss agreed to by any organization shall not be greater than the percentage needed

for them to reach the maximum of \$10,000 for the calendar year;

(d) A lead organization and an event manager are designated in the application, with the lead organization having the responsibility for the central accounting system required by WAC 230-25-070, and compliance with WAC 230-25-030(3) regarding the distribution of receipts beyond those permitted in (2) below;

(e) Each licensee shall prepare a list of all persons from their organization taking part in the management or operation of the fund-raising event. Such list shall be available on the premises and contain, at a minimum, the name, address, telephone number, and a brief statement signed by the chief executive officer certifying that each member listed is a bona fide member as specified in RCW 9.46.020(15) and WAC 230-25-260.

(f) A fund-raising event report will be prepared and submitted by the lead organization as required by WAC 230-08-260; and

(g) Records are kept by each of the participating licensees which clearly disclose the amount of money received and expended in connection with the joint fund-raising event;

(2) The amount of income derived from the joint fund-raising event will not exceed the event limit of \$10,000. In addition, each participating organization must comply with annual limits imposed by RCW 9.46.020(23) and WAC 230-25-030. The joint fund-raising event shall count against only the lead organization or organizations receiving fifty percent or more of the allowable proceeds for the purposes of determining the number of such events an organization may conduct each year.

(3) The lead organization will be responsible for the deposit of the ending cash on hand and must comply with WAC 230-25-070(12). All funds due to any participating organization must be made by check and disbursed within 30 days following the end of the event.

[Statutory Authority: RCW 9.46.070 (8), (11) and (14). 89-15-039 (Order 194), § 230-25-065, filed 7/18/89, effective 8/18/89. Statutory Authority: RCW 9.46.010 and 9.46.070 (8) and (14). 85-03-025 (Order 143), § 230-25-065, filed 1/9/85. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-25-065, filed 6/15/84.]

**WAC 230-25-070 Fund-raising events—Central accounting system required.** Licensees conducting fund-raising events (FREs) shall establish and maintain a central accounting system in a format prescribed by the commission for all activities conducted at the FRE. Licensees shall obtain accounting forms from the commission.

**Components of the central accounting system.**

(1) The central accounting system shall contain, but is not limited to, the following:

*Personnel.*

(a) Adequate personnel and physical areas to provide for the following minimum separation of duties:

(i) A banker, cashier, or count room to handle the original bankroll, provide coin or chips to the games, redeem chips and cash checks for the players;

(ii) A runner to transport money, chips and lock boxes between stations of the event; and

(iii) Pit bosses, each of whom shall supervise the operation of not more than six gambling stations and who shall supervise the transfer of lock boxes and chips/change trays to the count room.

*Procedures for securing, handling and counting money.*

(b) An area for the counting of money which is segregated from the area gambling is conducted. All money received in connection with the FRE shall be brought to this area for counting. Once any such money has been brought to this area, three persons shall be assigned to the count area with a minimum of two in the counting area at all times.

(c) The beginning bankroll shall be verified by at least two persons who shall sign such verification.

(d) There shall be documentation containing verifying signatures for the transfer of money between any two stations of the event.

(i) All count/fill slips shall be used sequentially. Voided count/fill slips will be signed by two persons and retained with accounting records.

(ii) All unused count/fill slips shall be retained along with all other count/fill slips as part of that FRE's accounting records.

(e) All games shall be numbered and provided with lock boxes and money paddles. The money paddle shall remain in the lock box slot whenever it is not in use. The money slot of the lock box shall not exceed three and one-half inches in length and one-half inch in width.

(f) The keys to all lock boxes are to be kept in the count room at all times and the lock boxes are to be opened only in the count room by the count room personnel.

(g) All games are to be played using coin or chips and all currency tendered by the players shall be exchanged for coin or chips and immediately placed in the lock box by the dealer.

(h) All money and chips shall be transferred to the count room at the end of the day or event for final tabulation, reconciliation, and verification.

(i) The final tabulation and reconciliation shall be verified by at least three count room personnel who shall sign such verification.

(j) Access to the count room and the bankers and cashier's areas shall be restricted to the persons assigned to those functions and to the runner(s) who transport money or chips to or from those stations.

(k) Records shall provide sufficient detail to determine the net receipts of each activity conducted.

(l) The records shall contain a reconciliation of the ending cash on hand to net receipts.

(m) The ending cash on hand shall be deposited intact within two banking days of the conclusion of the event, and a validated deposit slip shall be included as part of the event records. There shall be no expenditure of any kind made from the ending cash prior to deposit. However, this subsection shall not prohibit a licensee from exchanging its ending currency and coin for a check of equal value to reduce the risk and exposure of carrying or storing large amounts of money.

**Accounting system for limited FREs.**

(2) Subsection (1) of this section shall not apply to *limited* FRE licensees (see WAC 230-25-325). For accounting purposes, *limited* FRE licensees shall comply with WAC

(2007 Ed.)

230-08-010 and must also provide details regarding how much of the admission fees from the FRE are allocated to gambling scrip and how much is allocated to other FRE expenses.

[Statutory Authority: RCW 9.46.070. 00-15-048 (Order 387), § 230-25-070, filed 7/17/00, effective 8/17/00; 95-12-051, § 230-25-070, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 9.46.020(23) and 9.46.070(14). 81-19-072 (Order 111), § 230-25-070, filed 9/15/81. Statutory Authority: RCW 9.46.070(7), (8) and (10). 78-11-049 (Order 87), § 230-25-070, filed 10/20/78; Order 78, § 230-25-070, filed 11/17/77.]

**WAC 230-25-100 Fund-raising event—Leasing of commercial business premises—Conditions.** (1) Fund-raising events (FREs) shall not be operated within a commercial business catering to the public except when:

(a) The room or other portion of the premises in which the FRE is being conducted is separate and apart from the portion being used for the commercial business;

(b) The commercial business is closed to the public at all times during which the FRE is conducted on the premises; or

(c) The FRE is being conducted upon the premises of a bona fide charitable or bona fide nonprofit organization which is not also being used for a profit seeking business.

(2) No licensee shall conduct a FRE on or within any portion of a commercial business premises during the period any other FRE is being conducted on or within any portion of that retail premise.

(3) For *limited* FREs (see WAC 230-25-325), the FRE equipment distributor must not provide the facility or be otherwise compensated by the facility where the *limited* FRE is conducted.

**Separate and apart defined.**

(4) As used in this rule, separate and apart means a permanent or temporary partition which provides a solid, distinct separation between the portion of the room or premises the FRE is being conducted and the portion of the room or premises being used for the commercial business. This partition must limit the flow of pedestrians between the FRE and the commercial business to not more than two designated openings.

**FRE operator to control premises - exception for liquor.**

(5) The FRE operator must have, and exercise, complete control over the portion of the premises being used for the FRE, at all times the event is being conducted: Provided, That when the sale, service or consumption of intoxicating liquor is permitted in said portion of the premises, the liquor licensee or permittee shall be responsible for compliance with liquor laws and regulations.

**Commercial business employees shall not participate in FRE.**

(6) The owner, manager or any employee of the commercial business shall not be an officer of the FRE operator or participate in the operation of the FRE on that premises. No part of the operation or play of any gambling activity shall be conducted by the commercial business. The FRE operator shall be responsible for ensuring the commercial business does not participate in any of the FRE activities.

[Title 230 WAC—p. 135]

[Statutory Authority: RCW 9.46.070.00-15-048 (Order 387), § 230-25-100, filed 7/17/00, effective 8/17/00. Statutory Authority: RCW 9.46.020(23) and 9.46.070(14). 81-19-072 (Order 111), § 230-25-100, filed 9/15/81. Statutory Authority: RCW 9.46.070(1) and (10). 80-03-060 (Order 99), § 230-25-100, filed 2/25/80; Order 78, § 230-25-100, filed 11/17/77.]

**WAC 230-25-110 Fund-raising event—Equipment use, lease or rental from licensee only.** (1) Fund-raising event (FRE) licensees must:

- (a) Only purchase or rent gambling equipment from a licensed distributor or another FRE licensee; and
- (b) Ensure the equipment it owns is only used during the operation of licensed FREs, or other authorized gambling activities it may offer.

**Equipment transfers by FRE licensees.**

(2) A FRE licensee may sell, loan or rent equipment acquired for its own FRE to another FRE licensee(s) for up to four events per year without being licensed as a FRE equipment distributor. The transfers must take place within the twelve calendar month period following the conduct of a licensed FRE.

**Equipment transfers by distributors.**

(3) Only persons holding a valid license to sell or distribute punch boards, pull-tabs, pull-tab dispensing devices, and/or FRE equipment are authorized to sell or lease gaming equipment to FRE licensees for use during a licensed FRE.

**Distributor responsibilities.**

(4) All commission rules relating to the sale or distribution of punch boards, pull-tabs, or pull-tab dispensing devices by distributors shall be applicable to the sale or rental of gaming equipment and pull-tabs used in a licensed FRE, except when such rules are inconsistent with the provisions of this section.

**Identification stamps not required.**

(5) FRE gambling equipment does not require commission approval or identification stamps.

[Statutory Authority: RCW 9.46.070.00-15-048 (Order 387), § 230-25-110, filed 7/17/00, effective 8/17/00. Statutory Authority: Chapter 9.46 RCW. 91-15-040 (Order 224), § 230-25-110, filed 7/17/91, effective 8/17/91. Statutory Authority: RCW 9.46.070.88-19-038 (Order 183), § 230-25-110, filed 9/13/88. Statutory Authority: RCW 9.46.020(5) and § 1(5), chapter 326, Laws of 1977 ex. sess., and RCW 9.46.070(4). 78-03-061 (Order 81), § 230-25-110, filed 2/22/78; Order 80, § 230-25-110, filed 12/28/77.]

**WAC 230-25-120 Expenditure limits for fund-raising events.** (1) The purpose of a fund-raising event (FRE) is to raise funds for organizational purposes. FREs should be operated with a profit motive as described in WAC 230-02-503. FRE licensees shall make a good faith effort to ensure that the expenses paid for all phases of the FRE, including premises, equipment rental, and prizes do not exceed the total gross receipts received for all phases of the activity.

**Price limit on sale and rental of FRE equipment.**

(2) No sale, rental or lease of gaming equipment, premises or services for use in a licensed FRE shall be transacted except on commercially reasonable terms established in the competitive market. All rentals shall be a lump sum or hourly

rate and shall not be based upon a percentage of the income or profit derived from the conduct of a FRE.

[Statutory Authority: RCW 9.46.070.00-15-048 (Order 387), § 230-25-120, filed 7/17/00, effective 8/17/00; 90-24-005 (Order 218), § 230-25-120, filed 11/26/90, effective 12/27/90; 88-19-038 (Order 183), § 230-25-120, filed 9/13/88. Statutory Authority: RCW 9.46.070 (11) and (14). 85-03-059 (Order 146), § 230-25-120, filed 1/15/85. Statutory Authority: RCW 9.46.020(23) and 9.46.070(14). 81-19-072 (Order 111), § 230-25-120, filed 9/15/81. Statutory Authority: RCW 9.46.070(15). 79-11-074 (Order 93), § 230-25-120, filed 10/19/79; 79-01-026 (Order 88), § 230-25-120, filed 12/18/78.]

**WAC 230-25-150 Pull-tabs at fund-raising events—Authorized.** Pull-tabs are authorized for use at fund-raising events (FREs) and shall be treated as conducted solely under the FRE license: Provided, That pull-tabs shall not be offered for sale at *limited* FREs (see WAC 230-25-325). Except where superseded by WAC 230-25-160, all rules applicable to the operation of pull-tabs set forth in chapter 230-30 WAC shall be applicable to pull-tabs utilized at FREs.

[Statutory Authority: RCW 9.46.070.00-15-048 (Order 387), § 230-25-150, filed 7/17/00, effective 8/17/00; 88-19-038 (Order 183), § 230-25-150, filed 9/13/88.]

**WAC 230-25-160 Pull-tabs at fund-raising events—Operational requirements—Limitations.** The following requirements shall be utilized in the sale of pull-tabs at fund-raising events.

(1) All pull-tab series for use at fund-raising events shall contain the inspection identification stamps and record entry labels and shall be purchased for specific use at fund-raising events.

(2) Pull-tabs shall be removed from the packaging container and mixed before selling to the public. All pull-tabs will be sold out of a noncoin operated dispensing device (clear container). Pull-tab prices shall be equal to the price set by the manufacturer for each specific series. The maximum price for any pull-tab shall not exceed fifty cents.

(3) Up to a maximum of three pull-tab series may be out for play at one time. All pull-tabs shall be sold from a booth or similar confined area which prohibits public access to the pull-tabs.

(4) Each pull-tab series shall constitute a separate table and have a separate number. Each series shall have a separate corresponding lock box, money paddle, chip rack for making change and payment of prizes. All currency, coin, or chips used to purchase pull-tabs, shall immediately be placed in the corresponding lock box by the attendant(s) on duty. All change given back to players shall be in the form of chips or coin.

(5) All winning pull-tabs shall be defaced when cashed in and deposited in the corresponding lock box. Winning pull-tabs shall be paid in chips and coin only. Provided: Winning pull-tabs may be redeemed for additional tabs from the same series only. When a winning pull-tab of five dollars or more is cashed, the attendant shall conspicuously delete all references to that prize being available to players from the flare prior to awarding the prize. In addition, for prizes over twenty dollars, the attendant(s) will verify the winner's identity and record the date, and initial the winning pull-tab. The winner shall be required to print their name and date of birth in ink on the winning pull-tab or to an attached sheet of paper.



(6) When a series is removed from play, the series (including the flare), the corresponding lock box and chip rack shall be transported to the count room by a runner at which time the box shall be opened for tabulation. All gross gambling receipts collected, prizes paid and tabs sold shall be tabulated and recorded on the pull-tab accounting report furnished by the commission in accordance with the instructions attached to the accounting report.

(7) After completing the count, winning pull-tabs shall be packaged separately or banded and placed with the unused portion of that particular series in the original shipping container. The organization must retain the used series for a period of one year.

(8) At the completion of the fund-raising event, all series still out for play shall be transported to the count room in accordance with subsections (6) and (7) of this section. All unopened pull-tab series shall be returned to the licensed distributor who furnished the series for a full refund. Pull-tab series purchased for fund-raising events shall not be sold, or transferred.

[Statutory Authority: RCW 9.46.070. 94-07-084 (Order 250), § 230-25-160, filed 3/16/94, effective 4/16/94. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 93-12-082, § 230-25-160, filed 5/28/93, effective 7/1/93; 89-15-039 (Order 194), § 230-25-160, filed 7/18/89, effective 8/18/89. Statutory Authority: RCW 9.46.070. 88-19-038 (Order 183), § 230-25-160, filed 9/13/88.]

**WAC 230-25-200 Bingo at fund-raising events.** Bingo games conducted as part of a licensed fund-raising event (FRE) authorized by chapter 9.46 RCW shall be treated as conducted solely under the FRE license. All income, prizes awarded, and other expenses shall be separately accounted for, and reported to the commission as FRE activity. The following procedures apply to bingo conducted as part of a FRE:

(1) All general requirements and limitations set out in chapter 230-25 WAC apply.

#### **Income.**

(2) Income from bingo games shall be applied only against the maximum income permitted for FREs and shall not be applied against other maximum income limits imposed by chapter 9.46 RCW or the commission rules.

#### **Rules not applicable to FRE bingo.**

(3) All of the commission's rules applicable to the conduct of bingo games shall apply: Provided, That the following rules shall not be applicable to bingo games conducted as part of a FRE:

- (a) WAC 230-20-065;
- (b) WAC 230-20-070;
- (c) WAC 230-20-170;
- (d) WAC 230-20-242; and
- (e) WAC 230-20-246(10).

#### **Bingo card inventory.**

(4) If a FRE licensee is also a bingo licensee and uses disposable bingo cards for bingo games conducted at a FRE, the inventory control procedures of WAC 230-08-105 shall apply. A reference to all cards or packets of cards used shall be made in the inventory control records. If the organization does not have a license to conduct bingo, all unused cards or

packets must be retained as part of the event record: Provided, That licensees may return unused cards or packets to the distributor if there are no breaks in the audit numbers of the unused portion. The distributor shall document the total number of cards or packets returned and the beginning and ending audit numbers.

#### **Bingo at limited FREs.**

(5) If bingo is conducted at a *limited* FRE (see WAC 230-25-325), only scrip shall be used to purchase bingo cards and participants may only play for merchandise prizes.

[Statutory Authority: RCW 9.46.070. 00-15-048 (Order 387), § 230-25-200, filed 7/17/00, effective 8/17/00; 94-11-095 (Order 251), § 230-25-200, filed 5/17/94, effective 7/1/94. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-25-200, filed 6/15/84; Order 78, § 230-25-200, filed 11/17/77.]

**WAC 230-25-220 Raffles or similar drawings conducted at fund-raising events.** Raffles or similar drawings may be conducted at fund-raising events (FREs) when they meet the following requirements:

#### **Sales and drawings at event only.**

(1) All aspects of a raffle or similar drawing must be conducted at the FRE to be considered a raffle held at such event. All tickets must be sold during the event and drawing(s) of a ticket, card, or other device must be held during the event.

#### **Sales and drawings conducted outside a FRE.**

(2) If any raffle ticket is sold, or any drawing for a raffle or similar drawing held, other than during a licensed FRE:

- (a) No portion of the raffle or similar drawing shall be conducted at or during any licensed FRE; and
- (b) The raffle or similar drawing shall not be considered as being held under the FRE license for such FRE.

#### **Raffles conducted under a FRE license.**

(3) Raffles or other similar drawings wherein the winner or winners are chosen by the drawing of a ticket or other card or device conducted at, or as a part of, a licensed FRE authorized by RCW 9.46.0311 shall be treated as conducted under the license to conduct that FRE. All income, prizes awarded, and other expenses shall be accounted for, and reported to the commission, as required for FREs but shall not be reported, or accounted for, as required for raffles conducted under a raffle license issued by the commission, or under different statutory authority: Provided, That the requirements of WAC 230-20-325 applicable to raffles shall be applicable to all such drawings conducted at a FRE, except that single chances on drawings may be sold for up to twenty-five dollars per chance.

#### **Income from raffles.**

(4) Income from raffles or other drawings conducted at, or as a part of, a FRE shall be applied only against the maximum income permitted for FREs and shall not be applied against other maximum income limits imposed by chapter 9.46 RCW or the commission's rules.

**Rules not applicable to FRE raffles.**

(5) All commission rules applicable to raffles, whether general or specific, shall apply to raffles and to the conduct of other similar drawings wherein the winner or winners are chosen by the drawing of a ticket or similar card or device at, or as a part of, a FRE, except as provided in subsection (3) of this section and except the following rules which shall not be applicable:

- (a) WAC 230-08-070;
- (b) WAC 230-20-350; and
- (c) WAC 230-12-020.

**Raffles conducted under a raffle license during a FRE.**

(6) Subsections (1) through (5) of this section shall not apply to a drawing held during a FRE if the raffle is conducted under a raffle license issued by the commission and all tickets for the raffle are sold and deposited into the drawing container before the beginning of the FRE.

**Raffles at *limited* fund-raising events.**

(7) Two types of raffles may be offered at *limited* FREs (see WAC 230-25-325):

- (a) Raffles as set forth in subsection (1) through (6) of this section; and
- (b) Raffles conducted during *limited* FREs or at the end of the event as a means of determining who will win merchandise prizes. Raffle tickets for these types of raffles shall only be purchased with noncash value scrip provided at the event by the FRE equipment distributor.

[Statutory Authority: RCW 9.46.070. 00-15-048 (Order 387), § 230-25-220, filed 7/17/00, effective 8/17/00. Statutory Authority: RCW 9.46.0277 and 9.46.070. 96-07-077, § 230-25-220, filed 3/19/96, effective 7/1/96. Statutory Authority: RCW 9.46.070 (1), (2), (4), (5), (6), (9), (11), (14) and (17) and 9.46.020 (19) and (23). 85-17-015 (Order 153), § 230-25-220, filed 8/12/85. Statutory Authority: RCW 9.46.020 (1) and (23) and 9.46.070(1). 85-11-023 (Order 150), § 230-25-220, filed 5/13/85. Statutory Authority: RCW 9.46.020(23) and 9.46.070(14). 81-19-072 (Order 111), § 230-25-220, filed 9/15/81. Statutory Authority: RCW 9.46.070(10). 78-04-032 (Order 83), § 230-25-220, filed 3/16/78; Order 78, § 230-25-220, filed 11/17/77.]

**WAC 230-25-230 Raffles or similar lotteries at fund-raising events—Tickets to be sold and income to be accounted for separately.** (1) Tickets for entry into a raffle or similar lottery held at, and as a part of, a fund-raising event, wherein the winner or winners are determined by the drawing of a ticket from among tickets sold or issued, shall be sold or issued separately and each shall constitute a separate and equal chance to win with all other tickets sold or issued. No person shall be required to obtain more than one ticket, or to pay for anything other than the ticket, in order to enter any such raffle or similar lottery.

(2) The provisions of WAC 230-20-100 respecting receipting for, and accounting for, sales of raffle tickets and prizes shall apply to all such raffles and similar lotteries, which together shall be treated as raffles for the purposes of this rule. Each such raffle or similar lottery shall be accounted for separately from other activities in connection with the fund-raising event.

[Order 78, § 230-25-230, filed 11/17/77.]

[Title 230 WAC—p. 138]

**WAC 230-25-235 Fund-raising event—Rules for blackjack.** The game of "21" (blackjack) when played as part of a licensed fund-raising event shall be played in conformance with the following:

(1) Cards shall be dealt from a dealing shoe. The deal shall begin with the shoe containing four full decks of cards and proceed until, in the dealer's judgment, the cards should be reshuffled or the cards withdrawn for examination and/or replaced. The shoe shall then be refilled with four decks of cards and the process repeated.

(2) All cards shall be dealt to the players face up.

(3) Players are not to remove or pick up cards from the table and will not "shuffle" or "cut" the cards.

(4) Only "standard size" playing cards shall be used.

(5) Cards may be shuffled using a device, apparatus, or mechanism. No device, apparatus, mechanism or thing which may give a participant in a card game an advantage over any other participant in that game may be used by any organization or person.

[Statutory Authority: RCW 9.46.020(23) and 9.46.070(14). 81-19-072 (Order 111), § 230-25-235, filed 9/15/81. Statutory Authority: RCW 9.46.070(10). 78-11-049 (Order 87), § 230-25-235, filed 10/20/78.]

**WAC 230-25-240 Prizes to be awarded only to persons who were present, and purchased tickets or made wagers, at fund-raising event.** No prize or wager shall be paid or awarded in connection with a fund-raising event to any person who is, or was, not present at the event himself and personally there made the wager, or obtained the ticket or chance, resulting in such award or payment.

[Order 80, § 230-25-240, filed 12/28/77.]

**WAC 230-25-250 Operation of punch boards at a fund-raising event prohibited.** No licensee to conduct a fund-raising event shall operate punch boards as a part of that event.

[Statutory Authority: RCW 9.46.070. 88-19-038 (Order 183), § 230-25-250, filed 9/13/88; Order 80, § 230-25-250, filed 12/28/77.]

**WAC 230-25-260 Bona fide member of organization conducting fund-raising event.** (1) For the purposes of eligibility to participate in managing or otherwise assisting in the operation of a fund-raising event, a person is a bona fide member of a bona fide charitable or bona fide nonprofit organization only when he or she:

(a) Has become a member prior to the commencement of the fund-raising event and such membership was not dependent upon, or in any way related to the payment of consideration to participate in, any gambling activity; and

(b) Has (i) been admitted upon written application, only after investigation and ballot, with such action being recorded in the official minutes of a regular meeting, or (ii) has held full and regular membership status in the organization for a period of not less than twelve consecutive months prior to the subject fund-raising event; and

(c) Has paid reasonable initiation or admission fees for membership, and/or dues, consistent with the nature and purpose of the organization and with the type of membership obtained and is not in arrears in payment of such fees or dues; and

(d) Has met all other conditions required by the organization for membership and is in all respects a member in good standing at the time of the subject fund-raising event.

(2) Member or bona fide member shall include only members of an organization's specific chapter or unit licensed by the commission or otherwise actively conducting the fund-raising event: Provided, That

(a) Members of chapters or local units of a state, regional, or national organization may be considered members of the parent organization for the purpose of a fund-raising event conducted by the parent organization, if the rules of the parent organization so permit;

(b) Members of a bona fide auxiliary to a principal organization may be considered members of the principal organization for the purpose of a fund-raising event conducted by the principal organization. Members of the principal organization may also be considered members of its auxiliary for the purpose of a fund-raising event conducted by the auxiliary; and

(c) Members of any chapter or local unit within the jurisdiction of the next higher level of the parent organization, and members of a bona fide auxiliary to that chapter or unit, may assist any other chapter or local unit of that same organization licensed by the commission in the conduct of a fund-raising event.

[Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-25-260, filed 6/15/84. Statutory Authority: RCW 9.46.070(18). 78-04-032 (Order 83), § 230-25-260, filed 3/16/78.]

**WAC 230-25-265 Fund-raising event—Regular salary for licensee's employee not "payment" for work on fund-raising event under certain conditions—Food and beverage exception.** The salary of a regular and full time employee, or a regular but part time employee if the organization has employed a person in that part time position for the past three consecutive years, of an organization licensed to conduct fund-raising events shall not be deemed "payment" (as the term "paid" is used in RCW 9.46.0233) for work performed by the employee in connection with a fund-raising event conducted by that organization when all of the following conditions are met:

(1) The position held by the employee has been created for purposes unrelated to the conduct of fund-raising events and requires the performance of duties unrelated to fund-raising events year around. The employee's contribution to fund-raising events must be an incidental part of his or her total duties, consisting of less than 1% of total time worked for the organization; and

(2) The employee is paid on a recurring basis on a regular and established rate throughout the calendar year, unrelated to the income produced by any fund-raising event; and

(3) The employee does not operate any gambling game or lottery at any fund-raising event conducted by the organization but confines his or her services in connection with the event to assisting the organization's other members with the overall planning and organization of the event and with supervision of the supporting services for the event. However, such an employee who is also a bona fide member of the organization or its bona fide auxiliary and is not otherwise scheduled for duty in his or her assigned employee duties at the time the fund-raising event is to be held may participate in

(2007 Ed.)

the conduct of the fund-raising event as a bona fide member as set out in WAC 230-25-260.

(4) For the purposes of this rule, the furnishing of food and nonalcoholic beverages to event volunteers, not to exceed \$20 per volunteer per event, shall not be construed as payment or compensation.

[Statutory Authority: Chapter 9.46 RCW. 91-05-047 and 91-06-008 (Orders 220 and 220A), § 230-25-265, filed 2/14/91 and 2/22/91, effective 3/17/91 and 3/25/91. Statutory Authority: RCW 9.46.020(23) and 9.46.070(14). 81-19-072 (Order 111), § 230-25-265, filed 9/15/81. Statutory Authority: RCW 9.46.070(13). 79-01-026 (Order 88), § 230-25-265, filed 12/18/78.]

**WAC 230-25-270 Certain incidental functions at fund-raising event not part of management and operation of event.** Persons who perform only the following incidental functions in connection with a fund-raising event shall not be deemed to be participating in the "management or operation" of such an event for the purposes of that portion of RCW 9.46.020(23) requiring that persons participating in the management or operation of the event be members of the licensee organization:

(1) The serving of food and drink to participants in the event;

(2) The parking of cars;

(3) Acting as a police officer for the purposes of maintaining general crowd control and order at the event, or to detect persons cheating the participants or the house, when that person is a commissioned law enforcement officer with the power to make arrests in the jurisdiction in which the event is being held or is the employee of a commercial securities service firm licensed by the city, town, or county, in which the event is being conducted to provide such services;

(4) Providing janitorial functions;

(5) Persons whose participation is limited to supervising personnel carrying out the functions enumerated in (1), (2), (3) and (4).

Provided, That the payment to persons to perform these functions does not exceed the local prevailing level of payment for a similar function at other than fund-raising events.

[Statutory Authority: RCW 9.46.070(13). 79-01-026 (Order 88), § 230-25-270, filed 12/18/78.]

**WAC 230-25-310 Fund-raising event—List of workers to be available on premises.** (1) The licensee conducting a fund-raising event (FRE) shall prepare and have available on the premises a list of all persons taking part in the management or operation of the FRE. Such list shall contain the name, address, telephone number and a description of the type of membership in the organization of each person. The list shall be maintained as part of the licensee's records of the event and shall be made available to any law enforcement officer or representative of the commission upon request.

(2) Licensees conducting *limited* FREs (see WAC 230-25-325) shall include the name of the FRE equipment distributor and shall obtain from the distributor the names of all workers employed by the distributor who worked the event.

[Statutory Authority: RCW 9.46.070. 00-15-048 (Order 387), § 230-25-310, filed 7/17/00, effective 8/17/00. Statutory Authority: RCW 9.46.020(23) and 9.46.070(7). 78-11-049 (Order 87), § 230-25-310, filed 10/20/78.]

**WAC 230-25-315 Workers to wear identification tags.** (1) Each licensee conducting a fund-raising event (FRE) shall furnish each member participating in the management or operation of the FRE an identification tag that, at a minimum, contains the names of the member and licensed organization. Name tags must include at least the member's first initial and last name or first name and initial of the last name. The licensee shall require each member to wear this tag at all times when the member is working at the FRE. The tag shall be worn in plain view so as to be easily seen and read by persons participating in the event. The type and style of tag shall be the option of the licensee.

(2) During a *limited* FRE (see WAC 230-25-325), employees of the FRE equipment distributor shall wear name tags that, at a minimum, state the first name of the employee and full name of the FRE equipment distributor.

[Statutory Authority: RCW 9.46.070. 00-15-048 (Order 387), § 230-25-315, filed 7/17/00, effective 8/17/00. Statutory Authority: RCW 9.46.020(23) and 9.46.070(14). 81-19-072 (Order 111), § 230-25-315, filed 9/15/81.]

**WAC 230-25-320 Limits for operation and participation in fund-raising events.** No person under the age of eighteen years of age, and no person intoxicated or under the influence of any drug or substance shall be allowed to participate in the operation or management, or participate as a player, at any fund-raising event.

[Statutory Authority: RCW 9.46.020(23) and 9.46.070(14). 81-19-072 (Order 111), § 230-25-320, filed 9/15/81.]

**WAC 230-25-325 Limited fund-raising event—Procedures and restrictions.** Pursuant to RCW 9.46.0233(2), nonprofit or charitable organizations may offer *limited* fund-raising events (FREs). Organizations offering *limited* FREs must operate the FRE under the following operational procedures:

#### Operating procedures.

(1) Only members of the organization and their guests shall participate in the event. The event shall not be open to the general public.

(2) Participants shall purchase scrip with cash.

(3) Scrip shall be exchanged at gambling stations for chips.

(4) Only bona fide members will be utilized for all transactions involving acceptance of cash for scrip, conducting the schemes to determine the winners of merchandise prizes, and maintaining records during the event.

(5) The value of all purchased prizes must not exceed ten percent of the gross revenue from the event, less the cost of the FRE equipment rental contract.

(6) Any prizes purchased from the FRE equipment distributor must be disclosed. The cost may not exceed the fair market value. Prizes may be disclosed to the public at the retail value.

(7) Poker tournaments may be operated at limited fund-raising events. Tournament rules must be established and posted.

#### FRE equipment distributors.

##### Limitations.

(8) The nonprofit organization may only contract with a person or organization licensed as a FRE equipment distributor to provide the equipment and staff to operate the gaming stations.

(9) Under no circumstances shall employees of the FRE equipment distributor handle cash transactions or allow participants to purchase chips with cash.

##### Compensation.

(10) The fee paid to the FRE equipment distributor shall be in compliance with WAC 230-25-120. The FRE equipment distributor shall not share in any way in the proceeds of the event except as set forth in the rule.

#### Information to be submitted with FRE application.

(11) The application must include details relating to the initial cost to participate, and method for purchasing additional scrip, as well as identify all costs included in the initial price to enter that are not related to the gambling activity (i.e., meals, drinks, etc.). The application must also identify the scheme that will be followed to distribute the merchandise prizes to participants at the end of the event (i.e., raffle, auction, etc.).

(12) All contracts signed by the FRE licensee with the FRE equipment distributor and premises provider must be submitted with the FRE license application.

#### Fees.

(13) The licensing fee for a *limited* FRE shall be as set forth in WAC 230-04-202(4).

[Statutory Authority: RCW 9.46.070. 06-21-114 (Order 463), § 230-25-325, filed 10/17/06, effective 11/17/06; 00-15-048 (Order 387), § 230-25-325, filed 7/17/00, effective 8/17/00.]

**WAC 230-25-330 Recreational gaming activity—Rules for play.** An organization, business, or association shall conduct a recreational gaming activity in accordance with the following rules:

(1) Any gambling device utilized for such activity must be rented or obtained from a licensed distributor of fund-raising event equipment or a licensee authorized to conduct fund-raising events (not applicable to homemade, nonprofessional devices);

(2) Gambling of any type shall be prohibited on the premises where recreational gaming activity takes place;

(3) Scrip or chips having no value shall be utilized for each activity;

(4) There shall be no fee charged for the opportunity to participate or enter the premises: Provided, That a fee may be charged for an accompanying dinner, meal, or entertainment associated with the activity, as long as such a fee is only related to those additional activities and the costs incurred in renting the devices utilized in the activity;

(5) A scheme may be utilized whereby participants can redeem their scrip or chips for prizes; Provided: All prizes must be donated to or provided by the sponsoring organization;

(6) The activity shall be limited to eight hours. The director may, for good cause shown, grant additional time;

(7) The sponsoring organization must notify local law enforcement officials at least ten days prior to the commencement of the activity, and specify the date, time, and location of the activity.

[Statutory Authority: RCW 9.46.070 (4), (11), (14), (17) and (20). 96-09-071, § 230-25-330, filed 4/16/96, effective 7/1/96. Statutory Authority: RCW 9.46.070. 95-12-051, § 230-25-330, filed 6/2/95, effective 7/3/95. Statutory Authority: Chapter 9.46 RCW. 91-15-040 (Order 224), § 230-25-330, filed 7/17/91, effective 8/17/91.]

## Chapter 230-30 WAC

### PUNCH BOARDS AND PULL-TABS

#### WAC

230-30-025	Progressive jackpot pull-tab series—Definitions—Restrictions—Operating procedures.	230-30-016
230-30-030	Punch board and pull-tab quality control program—Special inspections, defective devices, reimbursements, and fees.	230-30-018
230-30-033	Event pull-tab series—Definitions—Restrictions.	
230-30-034	Seal card pull-tab series—Definitions—Restrictions.	
230-30-040	Bonus pull-tab series—Definitions—Restrictions.	
230-30-045	Carry-over jackpot pull-tab series—Definitions—Requirements.	
230-30-050	Punch board and pull-tab operating restrictions and dispensing limitations.	230-30-020
230-30-052	Punch boards and pull-tabs operated by charitable or nonprofit organizations—Net income required.	230-30-060
230-30-055	Standards for construction of punch boards.	
230-30-070	Control of prizes—Restrictions—Bonus prizes—Displaying—Procedures for awarding.	230-30-065
230-30-072	Inventory control for punch boards and pull-tabs—Retention requirements—Audit adjustments.	
230-30-080	Punch board and pull-tab series restrictions—Prizes, size of game, and location of winners.	
230-30-090	All devices must comply with rules.	
230-30-097	Standards—Approved pull-tab dispensing devices.	
230-30-102	Pull-tab series assembly and packaging.	230-30-075
230-30-103	Standards for construction of pull-tabs.	
230-30-104	Possession or sale of pull-tab series in which winners or location of winners may be determined in advance—Prohibited.	
230-30-106	Punch board and pull-tab flares restrictions—Standards—Substitute flares.	
230-30-210	Sales restrictions.	
230-30-220	Interest in separate business involving punch boards and pull-tabs at a different marketing level prohibited.	
230-30-225	Exception to prohibition of holding an interest in separate punch board or pull-tab businesses at different marketing levels.	
230-30-300	Recall of defective punch boards, pull-tabs or pull-tab dispensing devices.	
230-30-500	Rules applicable to operators of punch boards and pull-tabs applicable as well to operators of either activity.	230-30-091

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

230-30-010	Prior inspection or approval of punch boards, pull-tabs, or devices for the distribution of pull-tabs by the commission—Alternatives. [Order 5, § 230-30-010, filed 12/19/73, 1:25 p.m.] Repealed by Order 9, filed 12/19/73, 1:26 p.m.	230-30-095
230-30-015	Substitute flares. [Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-13-060 (Order 179), § 230-30-015, filed 6/14/88. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-30-015, filed 6/15/84. Statutory Authority: RCW 9.46.070 (6) and (11). 81-21-033 (Order 114), § 230-30-015, filed 10/15/81. Statutory Authority: RCW 9.46.070(5). 81-13-032 (Order 109), § 230-30-015, filed 6/15/81; 79-07-019 (Resolution No. 90), § 230-30-015, filed 6/14/79; Order 48, § 230-30-015, filed 3/23/76; Order 21, § 230-30-015, filed 8/20/74; Order 9, § 230-30-015, filed 12/19/73.] Repealed by 97-14-015, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070 (14), (20).	230-30-100

6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070 (14), (20).

Replacement of commission identification stamps on pull-tab dispensing devices. [Statutory Authority: Chapter 9.46 RCW. 94-24-056 (Order 262), § 230-30-016, filed 12/5/94, effective 1/5/95. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-30-016, filed 6/15/84; Order 48, § 230-30-016, filed 3/23/76.] Repealed by 97-14-015, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070 (14), (20).

Transfer of any gambling devices requiring identification and inspection services stamps to be affixed—Requirement for documentation. [Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-13-060 (Order 179), § 230-30-018, filed 6/14/88. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-30-018, filed 6/15/84; Order 23, § 230-30-018, filed 9/23/74.] Repealed by 97-14-015, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070 (14), (20).

Approval by sample. [Order 5, § 230-30-020, filed 12/19/73, 1:25 p.m.] Repealed by Order 9, filed 12/19/73, 1:26 p.m.

Punch board restrictions. [Statutory Authority: RCW 9.46.070. 94-07-084 (Order 250), § 230-30-060, filed 3/16/94, effective 4/16/94; 93-12-082, § 230-30-060, filed 5/28/93, effective 7/1/93. Statutory Authority: Chapter 9.46 RCW. 87-03-023 (Order 164), § 230-30-060, filed 1/13/87. Statutory Authority: RCW [9.46.070 (1), (2) and (11) and [9.46.110. 85-21-046 (Order 154), § 230-30-060, filed 10/14/85. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-30-060, filed 6/15/84; Order 5, § 230-30-060, filed 12/19/73.] Repealed by 97-14-015, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070 (14), (20).

Punch board/pull-tab price per play to be posted. [Statutory Authority: RCW 9.46.070 (1)-(4), (7), (8), (11), (12), (14), (20) and 9.46.110 (3), (4). 95-23-109, § 230-30-065, filed 11/22/95, effective 1/1/96. Statutory Authority: RCW 9.46.070(11). 82-13-054 (Order 121), § 230-30-065, filed 6/14/82.] Repealed by 97-14-015, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070 (14), (20).

Punch board and pull-tab prize restrictions—Minimum percentage of prizes available. [Statutory Authority: RCW 9.46.070. 9.46.120, 9.46.0273, 9.46.310 and 34.05.313. 96-24-006 (Order 305), § 230-30-075, filed 11/21/96, effective 1/1/97. Statutory Authority: Chapter 9.46 RCW. 94-24-054 (Order 261), § 230-30-075, filed 12/5/94, effective 1/5/95. Statutory Authority: RCW 9.46.070. 93-04-007 (Order 236), § 230-30-075, filed 1/22/93, effective 2/22/93. Statutory Authority: RCW [9.46.070 (1), (2), and (11) and [9.46.110. 85-21-046 (Order 154), § 230-30-075, filed 10/14/85. Statutory Authority: RCW 9.46.070(11). 82-06-007 (Order 119), § 230-30-075, filed 2/19/82. Statutory Authority: RCW 9.46.070(10). 79-09-029 (Order 91), § 230-30-075, filed 8/14/79; Order 70, § 230-30-075, filed 5/24/77; Order 43, § 230-30-075, filed 11/28/75.] Repealed by 97-14-015, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070 (14), (20).

Unapproved mechanical or electrical coin-operated pull-tab dispensing devices prohibited. [Order 42, § 230-30-091, filed 9/18/75, effective 6/1/76.] Repealed by Order 55, filed 6/25/76.

Pull-tab dispensing devices to be submitted to commission for approval prior to sale. [Order 55, § 230-30-095, filed 6/25/76; Order 45, § 230-30-095, filed 12/30/75.] Repealed by 93-12-082, filed 5/28/93, effective 7/1/93. Statutory Authority: RCW 9.46.070.

Punch boards and pull-tabs to display name of its licensed manufacturer. [Statutory Authority: RCW 9.46.070. 93-12-082, § 230-30-100, filed 5/28/93, effective 7/1/93. Statutory Authority: RCW 9.46.070(13). 79-07-019 (Order 90), § 230-30-100, filed 6/14/79; Order 55, § 230-30-100, filed 6/25/76; Order 43, § 230-30-100, filed 11/28/75; Order 27, § 230-30-100, filed 11/15/74; Order 23, § 230-30-100, filed 9/23/74; Order 18, § 230-30-100, filed 5/21/74; Order 12, § 230-30-100, filed 2/14/74.] Repealed by 97-14-015, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070 (14), (20).

- 230-30-105 Only one flare may be used with a punch board or pull-tab series. [Order 43, § 230-30-105, filed 11/28/75.] Repealed by 97-14-015, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070 (14), (20).
- 230-30-110 Possession of duplicate numbered-color coded pull-tab series prohibited. [Order 27, § 230-30-110, filed 11/15/74.] Repealed by 97-14-015, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070 (14), (20).
- 230-30-130 Flare to display pull-tab series number. [Order 48, § 230-30-130, filed 3/23/76; Order 23, § 230-30-130, filed 9/23/74.] Repealed by 97-14-015, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070 (14), (20).
- 230-30-200 Punch board and pull-tab business restrictions. [Statutory Authority: RCW 9.46.070. 92-19-107 (Order 231), § 230-30-200, filed 9/18/92, effective 10/19/92. Statutory Authority: RCW 9.46.070(13). 81-13-033 (Order 110), § 230-30-200, filed 6/15/81; Order 18, § 230-30-200, filed 5/21/74; Order 5, § 230-30-200, filed 12/19/73.] Repealed by 97-20-026, filed 9/22/97, effective 1/1/98. Statutory Authority: RCW 9.46.070 (14) and (20).
- 230-30-212 Punch boards, pull-tabs and related equipment may be sold with sale of business. [Order 23, § 230-30-212, filed 9/23/74.] Repealed by 00-15-039 (Order 385), filed 7/14/00, effective 1/1/01. Statutory Authority: RCW 9.46.070.
- 230-30-213 Sale of punch boards, pull-tabs and pull-tab dispensing devices when license revoked, expired or voluntarily surrendered. [Order 33, § 230-30-213, filed 2/21/75.] Repealed by 00-15-039 (Order 385), filed 7/14/00, effective 1/1/01. Statutory Authority: RCW 9.46.070.
- 230-30-215 Trade-in of used pull-tab dispensing devices permitted provided certain records are maintained. [Order 15, § 230-30-215, filed 4/17/74.] Repealed by 97-14-015, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070 (14), (20).
- 230-30-998 Punch board and pull-tab retention requirements—Test. [Statutory Authority: RCW 9.46.070. 94-01-032, § 230-30-998, filed 12/6/93, effective 1/6/94.] Repealed by 94-24-054 (Order 261), filed 12/5/94, effective 1/5/95. Statutory Authority: Chapter 9.46 RCW.
- 230-30-999 Test of continuous play/open ended pull-tab series. [Statutory Authority: RCW 9.46.070 (8), (11) and (14). 85-03-024 (Order 142), § 230-30-999, filed 1/9/85.] Repealed by 87-15-052 (Order 169), filed 7/14/87. Statutory Authority: Chapter 9.46 RCW.

**WAC 230-30-025 Progressive jackpot pull-tab series—Definitions—Restrictions—Operating procedures.** For purposes of this title, the following definitions, restrictions, operating procedures, and recordkeeping requirements apply to progressive jackpot pull-tab series:

#### Definitions.

- (1) The following definitions apply to this section:
  - (a) "Progressive jackpot" means a prize awarded to the player who presents a pull-tab designated as the winning progressive jackpot pull-tab. The progressive jackpot is comprised of the starting jackpot prize and the accrued jackpot prize for that specific series, plus any accrued jackpot prize carried over from previous series;
  - (b) "Jackpot accrual rate" means the rate at which a progressive jackpot increases for each pull-tab sold. The rate may be expressed as a percentage of gross gambling receipts or as a dollar value based on the price of a single pull-tab;
  - (c) "Starting jackpot prize" means the base or minimum amount of a progressive jackpot for each series prior to any additions that are based on the jackpot accrual rate;
  - (d) "Accrued jackpot prize" means the dollar value of all additions to a progressive jackpot that relate to the number of pull-tabs sold prior to the progressive jackpot being won or the series being removed from play;

- (e) "Instant winners" means all prizes that are available from a progressive jackpot pull-tab series, excluding the progressive jackpot;

- (f) "Bank system" means a group of pull-tab dispensing devices that are connected by an electronic computer network. This computer network determines the total gross gambling receipts received by all the devices in the network and calculates the level of a progressive jackpot associated with a pull-tab series being played in the networked devices.

#### Dispensing devices.

- (2) Progressive jackpot pull-tab dispensing devices may be operated under the following conditions:

- (a) All machines in a bank system must be located in the same physical proximity on the license premises, so that players can observe all remaining pull-tabs in a series;

- (b) Each bank system must be linked to a computer system which records all sales and the accumulation of the progressive jackpot;

- (c) A licensee may have more than one bank system operating at one time, but at no time shall a bank system exceed ten machines;

#### Operating requirements.

- (3) Progressive jackpot pull-tab series shall be conducted in the same manner as other pull-tab series. In addition, the following requirements apply:

- (a) An owner or licensed commercial or charitable or nonprofit gambling manager shall be on the premises at all times during the operation of progressive jackpot pull-tab series;

- (b) Pull-tabs shall be stored in secured locations with access limited to owners and licensed individuals only;

- (c) The licensee shall have sufficient funds available to pay all prizes upon redemption of winning tabs. Failure to have sufficient funds available shall be *prima facie* evidence of defrauding the public in violation of RCW 9.46.190;

- (d) The current progressive jackpot total must be clearly displayed near the bank of machines at all times during the sale of progressive pull-tabs;

- (e) One flare shall be prominently displayed near the bank of machines;

- (f) The following are prohibited for use with progressive jackpot pull-tab series:

- (i) Substitute flares;

- (ii) Merchandise prizes;

- (iii) Last sale prizes;

- (g) The operator must disclose the operating procedures regarding playing out a series or carrying over accrued prizes, as set forth in (4)(e) below; and

- (h) After the retention period, unsold tabs shall be destroyed in such a manner that unopened winning tabs may not be found and used later.

#### Operating conditions governing prizes.

- (4) The following conditions apply to prizes for progressive jackpot pull-tab series:

- (a) The instant winners shall be equal to or greater than forty percent of total gross gambling receipts available from the series;

(b) The starting jackpot must be at least equal to the value of the highest level instant winner;

(c) The minimum jackpot accrual rate shall be set at a level that will generate an accrued jackpot prize which, when added to the starting jackpot prize and instant winners, will equal or exceed sixty percent of the total gross gambling receipts available from the series;

(d) The manufacturer shall determine the starting jackpot prize and corresponding jackpot accrual rate needed to meet the sixty percent payout requirement in (4)(a) and (b) above. This information shall be packaged with each series;

(e) For each progressive individual pull-tab series, the maximum contribution to a progressive jackpot shall be five thousand dollars. This contribution amount shall specifically exclude any portion carried over from a previous series;

(f) Operators shall not remove a progressive jackpot pull-tab series from play prior to the progressive jackpot being won: Provided, That operators may elect to remove a series from play only under the following conditions:

(i) The series is removed only prior to the beginning or at the end of any business day;

(ii) The accrued jackpot prize from the series and any previously carried over accrued jackpot prize shall be carried over to a new series within twenty-four hours;

(iii) The accrued jackpot prize shall be added to the starting jackpot amount from the new series when it is placed out for play; and

(iv) The starting jackpot of the subsequent series must be equal to or greater than the starting jackpot amount of the previous series.

#### **Redeeming winning tabs.**

(5) Winning tabs shall be redeemed in the same manner as required by WAC 230-30-070. The following requirements also apply:

(a) For jackpot prizes six hundred dollars and over, the winner's full name, address, and social security number shall be recorded on a separate form for purposes of compliance with federal tax provisions;

(b) At least the starting jackpot portion of the progressive jackpot shall be paid by check. The licensee shall record the check number in addition to the information required in WAC 230-30-070(5). These checks may not be cashed on the licensed premises; and

(c) All jackpot winning tabs must be defaced immediately upon receipt instead of within twenty-four hours.

#### **Recordkeeping.**

(6) The following recordkeeping requirements apply to progressive jackpot pull-tab series:

(a) All recordkeeping requirements outlined in WAC 230-08-010 must be followed. Licensees shall record progressive jackpot series on a separate monthly record, in a format prescribed by the commission. The following additional information must be recorded for each series:

(i) The starting jackpot amount;

(ii) The jackpot accrual rate;

(iii) The number of pull-tabs sold out of each dispensing device;

(iv) If the progressive jackpot was awarded, the progressive jackpot amount;

(2007 Ed.)

(v) If the series was removed from play prior to the jackpot being won, the ending progressive jackpot amount;

(vi) All regular prizes awarded, excluding the progressive jackpot; and

(vii) Prizes paid by check;

(b) In addition to the retention requirements in WAC 230-30-072, progressive jackpot winning tabs and winner information, along with the flares, must be retained for one year from the date in which the series was removed from play.

#### **Approval process for progressive pull-tab systems.**

(7) The director shall approve all progressive jackpot pull-tab series, progressive jackpot dispensing devices, and computer software used to link dispensing devices, accrue jackpot prizes, and store data used in preparing records. Procedures for approval are as follows:

(a) Any costs related to this approval shall be billed to the persons requesting approval;

(b) The following progressive jackpot pull-tab series requirements shall be approved prior to sale in Washington:

(i) The process used to manufacture the progressive jackpot series; and

(ii) The secondary win code system; and

(c) Computer software requiring the approval of the director shall be subject to the following standards;

(i) For each game, no person other than the maker of the software shall be able to alter data once it is input into the system; and

(ii) A record of transactions for a game must be retained in memory until the transactions have been totaled, printed, and cleared by the operator regardless of whether the unit's primary power source is interrupted.

[Statutory Authority: RCW 9.46.070 and 34.05.230. 01-01-016 (Order 396), § 230-30-025, filed 12/6/00, effective 1/6/01. Statutory Authority: RCW 9.46.070 (1), (2), (4), (8), (11) and (14). 97-11-019, § 230-30-025, filed 5/13/97, effective 6/13/97. Statutory Authority: RCW 9.46.070, 9.46.120, 9.46.0273, 9.46.310 and 34.05.313. 96-24-006 (Order 305), § 230-30-025, filed 11/21/96, effective 1/1/97.]

**WAC 230-30-030 Punch board and pull-tab quality control program—Special inspections, defective devices, reimbursements, and fees.** In order to ensure the integrity of punch boards and pull-tab series, the commission shall establish and maintain a quality control program. This program shall include a level of inspection and evaluation deemed necessary by commission staff to assure standards set forth in this title are met. The cost of administering this program shall be borne by licensed manufacturers. The quality control program shall include at least the following:

(1) Special inspections - the commission shall have the authority to select any punch board or pull-tab series, whether held by an operator, storage service, distributor, or manufacturer and to examine the quality and/or integrity of the punch board or pull-tab series in any manner, including punching out or pulling all chances remaining thereon. Manufacturers shall be responsible for reimbursing distributors or operators for unused games selected by the commission for quality control testing purposes. The reimbursement process shall be determined by commission policy. Manufacturers may be

billed for the cost of quality control investigations which exceed forty hours of commission staff time.

(2) Defective punch boards or pull-tab series - each punch board or pull-tab series which is deemed to be defective or unplayable shall be treated as follows, based on the status of the game:

(a) No punch board or pull-tab series which has been opened, prepared for play, or placed out for play shall be returned to the distributor or manufacturer without commission approval. Upon discovery of a defect, the operator shall remove the board or series from play and notify the commission. The commission shall complete a quality control report which shall be used to return the board or series to the distributor or manufacturer; and

(b) Defective or recalled boards or series which have not yet been opened may be returned to the distributor or manufacturer without a quality control report.

(3) Credits or reimbursements for defective punch boards or pull-tab series:

(a) Manufacturers shall reimburse distributors or operators for the cost of a replacement board or series which comply with subsection (2) of this section;

(b) Manufacturers may, at their discretion, reimburse operators for only actual net losses resulting from the play of a board or series due to its defect; and

(c) Credits and reimbursements for defective punch boards or pull-tab series shall be handled as follows:

(i) All boards or series returned to a distributor or manufacturer shall be properly recorded on a credit memo in accordance with WAC 230-08-025; and

(ii) Reimbursements of actual net losses incurred from manufacturers to operators may be given through a credit memo to a distributor or a check to the operator. Adequate supporting documentation for all reimbursements must be retained by the manufacturer.

(4) Commission fees to recover costs for defective punch boards or pull-tab series - the commission may assess a fee not to exceed one hundred dollars for each defective punch board or pull-tab series sold to operators for which a quality control report is completed. In addition, this fee shall not be assessed beyond the fifth series of a particular form number with the same defect.

[Statutory Authority: RCW 9.46.070. 98-15-074 (Order 359), § 230-30-030, filed 7/15/98, effective 1/1/99. Statutory Authority: RCW 9.46.070 (5), (6), (11), (14). 97-14-012, § 230-30-030, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070(6). 89-21-069 (Order 198), § 230-30-030, filed 10/17/89, effective 11/17/89. Statutory Authority: RCW 9.46.070 (1), (4), (5), (6), (7), (11), (14) and (17) and 9.46.310. 85-01-065 (Order 145), § 230-30-030, filed 12/18/84. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-30-030, filed 6/15/84; Order 5, § 230-30-030, filed 12/19/73.]

**WAC 230-30-033 Event pull-tab series—Definitions—Restrictions.** Charitable or nonprofit bingo operators may use event pull-tab series under the following definitions and restrictions.

#### Definitions.

(1) The following definitions apply to this section:

(a) "Event pull-tab series" means a pull-tab series that includes a predetermined number of pull-tabs which allow a player to advance to an event round;

[Title 230 WAC—p. 144]

(b) "Event round" means a secondary element of chance where the prizes are determined based on pull-tabs which match specific winning numbers drawn in a bingo game. The winning numbers must fall within numbers 1 through 75.

#### Manufacturing restrictions.

(2) The following manufacturing restrictions apply to this section:

(a) An event pull-tab series shall be manufactured meeting all standards of construction included in WAC 230-30-103;

(b) An event pull-tab series may include instant winning prizes in addition to event round prizes;

(c) The flare shall clearly set out the following:

(i) All prizes available, in accordance with WAC 230-30-106;

(ii) The number of chances available to advance to the event round;

(iii) How the event round winner is to be determined; and

(iv) The number of winning pull-tabs at the instant winner level, and the number of winning pull-tabs at the event round level.

#### Operational restrictions.

(3)(a) The event pull-tab series must be played in a charitable or nonprofit bingo hall and must be played and completed within one bingo session;

(b) Prior to putting an event pull-tab series into play, the operator must fully disclose, in plain view, when the event round (which involves the second element of chance) will take place;

(c) Event pull-tab series must be available for purchase until immediately prior to the event round, unless the game has been completely sold out;

(d) A licensed manager must be present at all times an event pull-tab series is in play, including sales of tickets and selection of winners;

(e) Event pull-tab tickets may be sold by floor workers (for example, from aprons). This method of selling pull-tabs only applies to an event pull-tab series. Detailed accounting records shall be maintained as prescribed by commission staff to track the event pull-tab tickets issued to each floor worker.

(f) Event pull-tab series that offer a carry-over jackpot shall meet the requirements set forth in WAC 230-30-045.

(g) Substitute flares and bonus pull-tab series are prohibited for use with event pull-tab series.

[Statutory Authority: RCW 9.46.070. 04-15-047 (Order 432), § 230-30-033, filed 7/13/04, effective 8/13/04; 02-06-007 (Order 410), § 230-30-033, filed 2/22/02, effective 7/1/02; 01-05-018 (Order 398), § 230-30-033, filed 2/9/01, effective 3/12/01.]

**WAC 230-30-034 Seal card pull-tab series—Definitions—Restrictions.** Operators may use seal card pull-tab series under the following definitions and restrictions:

#### Definitions.

(1) The following definitions apply to this section:

(2007 Ed.)



(a) "Seal card pull-tab series" means a pull-tab series that includes a predetermined number of pull-tabs which allow a player to advance to the seal card round; and

(b) "Seal card round" means a secondary element of chance where the prizes are determined based on the number or symbol concealed by a seal located on the flare and associated with the name of a player that has advanced to the seal card round.

#### **Manufacturing restrictions.**

(2) The following manufacturing restrictions apply to this section:

(a) A seal card pull-tab series, including any seals on the flare, shall be manufactured meeting all standards of construction included in WAC 230-30-103;

(b) The flare may include up to two seals. The second seal may be offered as an additional prize, but may not be offered as an alternative to the original seal prize;

(c) The seal card pull-tab series shall include forms to be attached to the pull-tabs that list each seal card round participant with adequate information for contacting winners of the seal card round;

(d) The flare shall clearly set out the following:

(i) All prizes available, in accordance with WAC 230-30-106;

(ii) The number of chances available to advance to the seal card round, and how the seal card round winner is to be determined; and

(iii) The number of winning tabs at the instant winner level, and the number of winning tabs at the seal card round level.

(e) If perforated windows are used for the seal on the flare, the numbers or symbols must be covered by a means which prevents detection of the winning number or symbol prior to opening.

#### **Operating restrictions.**

(3) The following operational restrictions apply to this section:

(a) Seal card pull-tabs series must be played in the following manner:

(i) Seal card round prizes shall be awarded for all seal card pull-tab series that are placed out for play. The seal card pull-tab series must be played out before it is pulled from play unless the operator elects to award the seal card round prizes without all tickets being purchased. The operator shall contact the seal card round winner within two business days. The seal card round winner shall be given two weeks after being contacted to redeem their prize. If the seal card round winner does not redeem their prize within two weeks, an alternate winner may be selected. The method of selecting an alternate winner must be established and fully disclosed prior to placing a game out for play; and

(ii) When a player receives a ticket that allows them to enter the seal card round, they must enter their name or allow the operator to enter their name on the flare based on the line indicated by the number or symbol on the pull-tab. The player must then turn in their ticket to the operator. The information to locate the winner shall be recorded at the time their name is entered on the flare. This information shall be maintained with the records of the game and be kept during the

maintenance period of the game. All seal card pull-tab series must be maintained on premises and be available for public inspection for a period of two weeks after they are pulled from play. If a seal card round winner is not located within that time frame, the maintenance time shall be extended until a winner is designated for the game.

(b) Substitute flares, bonus pull-tab series and carry-over jackpots are prohibited from use with seal card pull-tab series.

[Statutory Authority: RCW 9.46.070. 01-05-018 (Order 398), § 230-30-034, filed 2/9/01, effective 3/12/01.]

**WAC 230-30-040 Bonus pull-tab series—Definitions—Restrictions.** For purposes of this title, the following definition and requirements apply to bonus pull-tab series:

(1) Bonus pull-tab series definition - A pull-tab series that includes a predetermined number of pull-tabs which allow a player the opportunity to advance to a bonus section to determine the prize.

(2) Bonus pull-tab series must comply with the following:

(a) Each flare shall clearly set out the following:

(i) All prizes available, in accordance with WAC 230-30-106;

(ii) The number of chances available to advance and win a larger prize; and

(iii) The number of winning tabs at each prize level;

(b) Only guaranteed or minimum prizes may be used in calculating the sixty percent payout required by WAC 230-30-080.

(c) The following are prohibited for use with bonus pull-tab series:

(i) Substitute flares;

(ii) Merchandise prizes; and

(iii) "Last sale" prizes.

[Statutory Authority: RCW 9.46.070. 98-15-074 (Order 359), § 230-30-040, filed 7/15/98, effective 1/1/99. Statutory Authority: RCW 9.46.070 (5), (6), (11), (14). 97-14-012, § 230-30-040, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070, 9.46.120, 9.46.0273, 9.46.310 and 34.05.313. 96-24-006 (Order 305), § 230-30-040, filed 11/21/96, effective 1/1/97.]

**WAC 230-30-045 Carry-over jackpot pull-tab series—Definitions—Requirements.** Operators may utilize pull-tab series that are specifically designed to include carry-over jackpots. The following definitions and requirements shall apply to these series:

#### **Definitions.**

(1) The following definitions apply to pull-tab series with carry-over jackpots:

(a) "Carry-over jackpot" means a prize pool that is composed of accumulated contribution amounts from pull-tab series which, if not won, are carried over to other pull-tab series;

(b) "Contribution amount" means the amount from each series which is added to the carry-over jackpot; and

(c) "Guaranteed prizes" means all prizes available to be won, excluding the contribution amount or carry-over jackpot;

**Prize payout requirements.**

(2) The following requirements apply to prizes and prize payout calculations for carry-over jackpots:

(a) Guaranteed prizes must be 60% or more of gross receipts available from the pull-tab series;

(b) The contribution amount for each series may not be more than five hundred dollars;

(c) The contribution amount and the method of play shall be determined by the manufacturer and disclosed on the flare;

**Maximum jackpot amount.**

(d) At no time shall an accumulated carry-over jackpot exceed two thousand dollars. If the carry-over jackpot is awarded, the sum of the advance-level prize and the carry-over jackpot prize shall not exceed two thousand dollars.

**Jackpot must be carried over until won.**

(e) Accumulated carry-over jackpots shall be carried over to subsequent series until won;

**Jackpot must be paid out.**

(f) The carry-over jackpot must be awarded. Failure to have sufficient funds available, or any attempt by an operator to utilize carry-over jackpots for personal or organizational purposes, shall be *prima facie* evidence of defrauding the players in violation of RCW 9.46.190;

**Maximum prize amounts for series when jackpots are not awarded.**

(g) If the jackpot is not awarded and is carried over to a new series, the sum of the advance-level prize and the consolation prize shall not exceed five hundred dollars;

**Distribution of jackpots when a licensee ceases to operate.**

(3) If a licensee ceases to operate gambling activities due to a sale, closure, or failure to maintain a valid gambling license, the carry-over jackpot shall be:

(a) Transferred to the new licensee, which has a valid gambling license. The new licensee shall operate the carry-over jackpot game until the prize is awarded;

(b) Awarded to a player by playing out the game prior to closure;

(c) Distributed to the Washington state council on problem gambling; or

(d) Distributed to a charitable or nonprofit organization licensed by the Washington state gambling commission;

**Bonus pull-tab series.**

(4) The following additional requirements apply to bonus pull-tab series with carry-over jackpots:

(a) The odds of winning the carry-over jackpot shall not exceed one winner out of ten chances, or the probability of winning the carry-over jackpot shall be .10 or higher, at the jackpot level;

(b) There may only be one advance level on the flare;

(c) There shall be at least one guaranteed chance to win the carry-over jackpot;

(d) All chances that are included on the flare shall be covered in a manner that prevents determination of the concealed numbers or symbols prior to being opened by the

player. If perforated windows are used, the numbers or symbols must be covered by latex, foil, or other approved means; and

(e) Standards for bonus pull-tab flares, as set forth in WAC 230-30-106, shall apply;

**Maximum number of tickets.**

(5) The maximum ticket count for pull-tab series with carry-over jackpots shall be six thousand tickets;

**Secondary win codes.**

(6) The secondary win codes on pull-tab series with carry-over jackpots must not repeat within a three-year period;

**Replacing series.**

(7) Once it has been determined that no chances to win the carry-over jackpot remain in a series and the jackpot has not been won, the series shall be removed from play and replaced with a new series within seven operating days;

**Transferring a jackpot to another game.**

(8) If a carry-over jackpot is not won prior to removing a series from play, it shall be carried over to a new series within one operating day from when the series was removed from play. The accrued contribution amounts from all previous series shall be added to the contribution amount from the new series, up to two thousand dollars;

**Recording names of winners.**

(9) For carry-over jackpots in the amount of six hundred dollars and over, the winner's full name, address, and Social Security number shall be recorded on a separate form for income tax purposes;

**Retention requirements.**

(10) Each pull-tab series contributing to a specific carry-over jackpot must be retained as one series. The retention period for these series shall be as required by WAC 230-30-072(3): Provided, That the retention period shall start on the last day of the month in which the carry-over jackpot was awarded rather than when the series was removed from play; and

**Documenting the flow of jackpots.**

(11) Operators are required to maintain a separate record documenting the flow of carry-over jackpots from one game to another in a format prescribed by the commission;

**Recordkeeping on cash basis only - exception.**

(12) For the purposes of monthly records set forth in WAC 230-08-010, all operators shall record carry-over jackpots on a cash basis. This means that carry-over jackpot contribution amounts shall not be recorded on monthly records until the prize is awarded: Provided, That punch board/pull-tab licensees who also hold a Class F or above bingo license may accrue carry-over jackpot contribution amounts on their monthly records if the following conditions are met:

(a) Prior approval is received from the director;

(b) The contribution amounts, up to the point where the jackpot reaches the maximum, shall be recorded as prizes paid on the monthly records;

(c) When the jackpot is awarded, only amounts not previously accrued, if any, shall be recorded as a prize paid;

(d) No more than five carry-over jackpot series shall be in play at once; and

(e) If the contribution amount is not deposited with the net receipts (required by WAC 230-12-020), a proper audit trail and adequate security over the funds must be maintained; and

#### **Director approval required.**

(13) The director shall approve the following aspects of all pull-tab games with carry-over jackpots prior to sale in Washington state:

(a) The design, payout, method of play, and flare for each pull-tab series;

(b) The manufacturing process for the pull-tab series and flares; and

(c) The secondary win code system for the pull-tab series.

[Statutory Authority: RCW 9.46.070. 02-06-007 (Order 410), § 230-30-045, filed 2/22/02, effective 7/1/02; 98-24-089 (Order 368), § 230-30-045, filed 12/1/98, effective 1/1/99; 98-15-074 (Order 359), § 230-30-045, filed 7/15/98, effective 1/1/99. Statutory Authority: RCW 9.46.070 (2), (11) and (14). 97-19-083, § 230-30-045, filed 9/16/97, effective 1/1/98.]

**WAC 230-30-050 Punch board and pull-tab operating restrictions and dispensing limitations.** The following operating restrictions and dispensing limitations apply to punch boards and pull-tabs:

(1) No person under the age of eighteen years and no person visibly intoxicated or visibly under the influence of any narcotic, shall be allowed to play or sell any punch board or pull-tab series. It shall be the responsibility of both the licensee and the person physically operating the punch board or pull-tab series to determine and ensure that no unauthorized person is allowed to play or sell.

(2) No operator shall permit the display or operation of any punch board or pull-tab which may have in any manner been marked, defaced, tampered with or otherwise placed in a condition, or operated in a manner, which may deceive the public or which affects the chances of winning or losing upon the taking of any chance thereon.

(3) No punch board or pull-tab series shall be placed out for play unless it meets the requirements of WAC 230-30-080.

(4) Once placed out for play, a punch board or pull-tab series flare may not be modified or otherwise changed, except for the deletion of prizes as required by WAC 230-30-070.

(5) All records, reports and receipts relating to a punch board or pull-tab series in play must be retained on the licensed premises so long as the series or punch board is in play and be made available on demand to law enforcement officers and representatives of the commission.

(6) Pull-tab dispensing limitations:

(a) No pull-tab shall be added to a series of pull-tabs after that series has been shipped from its place of manufacture;

(b) All pull-tabs must be sold from a commission approved dispensing device or a transparent container. If sold from a transparent container, the pull-tabs must be visible to the players so that the players are able to estimate the number of chances remaining in the series;

(c) All pull-tabs in a series must be thoroughly mixed prior to being placed in a dispensing device or clear container and being offered for sale. Failure to mix may result in a minimum five-day suspension of license for each series not mixed;

(d) Licensees may assemble pull-tabs into bundles with a sales price of up to twenty dollars: Provided, That the bundles must be thoroughly mixed prior to sale to the public;

(e) No person shall put out any pull-tab series for play unless the series of pull-tabs is wholly contained within the device or container used for dispensing that series. In cases where a spindle is used, the series of pull-tabs may sit upon the device or container used for dispensing that series: Provided, That progressive jackpot pull-tab games, as authorized by WAC 230-30-025, may utilize more than one machine for a series;

(f) No pull-tab series, or any portion thereof, shall be placed in any pull-tab dispensing device or container until any other series of pull-tabs previously in the device or container has been played out or permanently removed from play: Provided, That in the use of a multiple series dispensing device, each series shall be played independently and in accordance with this provision;

(g) Once placed out for play, no pull-tab shall be removed from the dispensing device or container until it is sold or the series is permanently removed from play, except only:

(i) Those pull-tabs removed by commission representatives or other law enforcement agency inspecting the device; or

(ii) Those tabs temporarily removed during necessary repair or maintenance of the dispensing device or container; or

(iii) Those pull-tab series that are being permanently held for a player. A series may be permanently held for a specific player who leaves the premises, but intends to return and play the series at a later date, under the following conditions:

(A) The player meets the criteria set forth in the operator's house rules. House rules shall be developed and posted in a manner that all players can observe. House rules shall be clear in meaning and shall contain the conditions and length of time a player can permanently hold a series;

(B) The series is wholly contained in a secure manner, clearly identified as a permanently held series, and stored in the immediate vicinity of the pull-tab area on the premises;

(C) Adequate accounting records shall be maintained showing the status of all held series;

(D) The series is not placed out for further public play once the specific player is finished playing it;

(E) The maximum time a player may permanently hold a series is seven days without play, not to exceed a total held time of fourteen days; and

(F) Operators may not have more than twenty-five series permanently held for players at one time.

(7) Any punch board or pull-tab series that is permanently removed from play shall not be placed out for further

play under any circumstances: Provided, That boards or series may be temporarily removed from play for any of the following reasons and returned to normal play at a later time:

(a) Pull-tab series removed under authority of subsection (6)(g);

(b) To reserve a game for a specific player when:

(i) The licensee has established house rules for reserving games that include reasons or conditions for reserving such games and the maximum time for which a game may be reserved;

(ii) The house rules are clear in meaning and posted in a manner that players can observe; and

(iii) The board or series is clearly identified as reserved;

(c) A board or series is designated to be played during certain hours of the licensee's operation, such as "happy hour." Such games shall be clearly identified and house rules shall be posted regarding hours of play and/or other conditions affecting play.

[Statutory Authority: RCW 9.46.070. 98-15-075 and 98-17-103 (Orders 360 and 360-A), § 230-30-050, filed 7/15/98 and 8/19/98, effective 9/19/98. Statutory Authority: RCW 9.46.070 (5), (6), (11), (14). 97-14-012, § 230-30-050, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070 (1)-(4), (7), (8), (11), (12), (14), (20) and 9.46.110 (3), (4). 95-23-109, § 230-30-050, filed 11/22/95, effective 1/1/96. Statutory Authority: RCW 9.46.070. 94-11-095 (Order 251), § 230-30-050, filed 5/17/94, effective 7/1/94. Statutory Authority: RCW 9.46.070 and chapter 34.05 RCW. 90-21-053, § 230-30-050, filed 10/15/90, effective 11/15/90. Statutory Authority: RCW 9.46.070 (4), (8), (11) and (14). 86-07-037 (Order 155), § 230-30-050, filed 3/14/86. Statutory Authority: RCW 9.46.020 (1) and (23) and 9.46.070(1). 85-11-023 (Order 150), § 230-30-050, filed 5/13/85. Statutory Authority: RCW 9.46.070(8). 81-21-033 (Order 114), § 230-30-050, filed 10/15/81; Order 5, § 230-30-050, filed 12/19/73.]

**WAC 230-30-052 Punch boards and pull-tabs operated by charitable or nonprofit organizations—Net income required.** Charitable or nonprofit organizations operating punch boards and pull-tabs and which do not operate bingo games at any level shall not pay excessive expenses. To ensure that licensees meet the intent of RCW 9.46.010 and to prevent the payment of excessive expenses, net income, as a percentage of gross gambling receipts from punch boards and pull-tabs, shall not be less than zero when measured over the annual license period: Provided, That the limits set out in WAC 230-20-059 shall apply to organizations operating punch boards and pull-tabs in conjunction with a bingo game.

[Statutory Authority: RCW 9.46.070. 01-05-020 (Order 397), § 230-30-052, filed 2/9/01, effective 4/1/01; 98-15-073 (Order 358), § 230-30-052, filed 7/15/98, effective 1/1/99. Statutory Authority: RCW 9.46.070 (1)(16). 90-10-007, § 230-30-052, filed 4/19/90, effective 7/1/90.]

**WAC 230-30-055 Standards for construction of punch boards.** All punch boards sold for use in the state of Washington must comply with the following standards:

(1) **Patterns:** The punch board shall be designed and manufactured with special care so as to eliminate any patterns between punch boards, or portions of punch boards, from which the location or approximate location of winning punches may be determined. Winning punches shall be randomly distributed and mixed among all other punches in the punch board. Manufacturers shall employ at least the following steps to insure that no pattern exists.

(a) The form or permanent number sheets shall be mixed prior to cutting;

(b) After the strips (straws) have been crimped, all strips shall be thoroughly mixed prior to insertion in punch boards;

(c) When filling punch boards, workers shall alter the procedures for filling each separate set, so as to prevent any pattern between sets of punch boards; and

(d) No more than eight punch boards from any one set of boards shall be included in any case of punch boards for shipment to Washington.

(2) **Serial numbers:** Serial numbers set forth on the form or permanent number sheets shall be nonsequential so as to ensure that no pattern is created which would permit the tracking of boards through the serial number.

(3) **Guaranteed numbers:** All numbers or symbols designated as winners on the flare must be guaranteed by the manufacturer as being present in the board. The manufacturer may at their option place a sticker or equivalent on the back of each punch board setting forth additional numbers or symbols that are guaranteed to be in the board. The additional numbers or symbols on the back of the board shall not exceed 5% of the total punches in the board without the written permission of the commission.

(4) **Security:** All punch boards must be sealed so it is impossible to determine the number or symbol of any punch prior to being punched out of the board by any method or device including but not limited to the use of markings or light. Punch boards which have taped sides, corners, or edges are prohibited.

(5) **Step-up boards:**

(a) All cards, straws, or punches that contain the winners in the step-up portion of any punch board shall be completely sealed so as to prevent premature winner identification and such items shall be thoroughly mixed so as to ensure that no pattern of winners exists.

(b) Step-up boards that contain winners covered by seals must have at least twenty-five different face sheets for use on that specific step-up board. Face sheets shall be utilized in such a manner so as to ensure random distribution during the manufacturing process.

[Statutory Authority: RCW 9.46.070 (5), (6), (11), (14). 97-14-012, § 230-30-055, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070 (11) and (14). 87-24-016 (Order 173), § 230-30-055, filed 11/23/87.]

**WAC 230-30-070 Control of prizes—Restrictions—Bonus prizes—Displaying—Procedures for awarding.** Punch board and pull-tab prizes shall be closely controlled to ensure players are not defrauded.

(1) All prizes from the operation of punch boards and pull-tabs shall be awarded in cash or in merchandise.

No licensee shall offer to pay cash in lieu of merchandise prizes which may be won.

(2) Additional chances on a punch board or pull-tab game may not be awarded as a prize. Provided, That prizes may involve the opportunity to advance and win a larger prize on the same punch board or pull-tab game as set forth in subsection (4) of this section.

(3) A bonus prize is a prize offered in a bonus pull-tab game, defined in WAC 230-30-040(1). A step-up prize is a prize offered on a punch board. The awarding of these prizes

involves an immediate, additional opportunity to advance to a section of the game to determine the prize.

(4) On games where players advance, the bonus or step-up prizes may not be less than the highest prize available, which might otherwise have been won by the punch or pull-tab for which the opportunity was awarded. Each punch board or pull-tab game offering bonus or step-up prizes must clearly indicate on its flare the terms and conditions under which the bonus or step-up prize may be won, including the amount of the bonus or step-up prize.

(5) The licensee shall display prizes so that a customer can easily determine which prizes are available from any particular punch board or pull-tab series or device operated or located upon the premises. In addition, the following requirements apply.

(a) Merchandise prizes shall be displayed as follows:

(i) In the immediate vicinity of the punch board or pull-tab series and in plain view: Provided, That games that offer merchandise prizes that are "surprises" may be wrapped in some way so players are unable to identify what the prize is until opened;

(ii) If size or space constraints do not allow the prize to be displayed as provided in (a)(i) of this subsection, the merchandise prize may be displayed elsewhere on the premises provided that a specific reference to that actual prize is noted on the flare; or

(iii) If the merchandise prize cannot be displayed on the premises, an accurate description and/or photograph of the prize must be displayed in plain view on or immediately adjacent to the flare.

(b) Cash prizes shall be clearly represented on the prize flare;

(c) Combination cash and merchandise prizes must meet the requirements of both (a) and (b) of this subsection;

(6) The following procedures apply to the removal of prizes from the game flare and the presentation of prizes to winning players:

(a) Upon determination of a winner of a merchandise prize, the licensee shall immediately remove that prize from the flare and present the prize to the winner upon demand;

(b) Upon determination of a winner of any cash prize over twenty dollars, or of any merchandise prize with a retail value over twenty dollars, the licensee shall permanently and conspicuously delete all references to that prize from any flare, punch board, or pull-tab dispensing device upon which such reference may appear, and from any other list, sign, or notice which may be posted, in such a manner that all future customers will know the prize is no longer available. On step-up punch boards and bonus pull-tab games, once all opportunities in a section of the flare have been won, all references to prizes no longer available to be won must be deleted on the flare. Operators may correct an inadvertently deleted prize by noting on the flare that such prize is still available. Such reference shall be permanently and conspicuously deleted when the prize is actually awarded. Failure to permanently and conspicuously delete a prize from the flare may result in the director initiating actions to revoke a license for violation of RCW 9.46.190 (defrauding a participant). The prize shall be paid or delivered to the winner only after all reference to such prize has been deleted from the flare.

(7) Payment of prizes. The licensee must pay or award to the customer or player playing the punch board or pull-tab series all such prizes that are required to be, but have not been, deleted from the flare when the punch board or pull-tab series is completely played out.

(8) Record of winners. When any person wins a cash prize of over twenty dollars or wins a merchandise prize with a retail value of more than twenty dollars from the play of any punch board or pull-tab series, the licensee or licensee's representative shall make a record of the win. The record of the win shall be made in the following manner:

(a) The winners shall be required to print their name and date of birth, in ink, upon the side of the winning punch or tab opposite the winning symbol(s);

(b) The licensee or their representative shall then verify the winner's identity and record the date and initial the winning punch or tab; and

(c) If the pull-tab or punch is constructed or printed in such a manner as to preclude recording the information required in (a) and (b) of this subsection in a legible manner, the licensee may record the required information on a sheet of paper not less than three inches by five inches and staple the winning tab or punch thereto.

(9) Defacing winning punches or tabs. The licensee shall, within twenty-four hours after a winning pull-tab or punch worth more than twenty dollars has been presented for payment, mark or perforate the winning symbols in such a manner that the pull-tab or punch cannot be presented again for payment.

(10) Spindle, banded, or "jar" type pull-tabs played in a manner which awards merchandise prizes only. Pull-tab series which award only merchandise prizes valued at no more than twenty dollars, are hereby permitted to employ schemes whereby certain predesignated pull-tabs are free or the player is otherwise reimbursed the actual cost of said pull-tabs. Flares for spindle-type pull-tabs operated in this manner shall designate the total number of pull-tabs in the series and the total number of pull-tabs designated as free or reimbursable. Free or reimbursable pull-tabs in these types of pull-tab series shall not constitute a prize or prizes nor shall moneys collected and later reimbursed constitute revenue for the purposes of determining gross gambling receipts.

[Statutory Authority: RCW 9.46.070. 00-21-095 (Order 389), § 230-30-070, filed 10/18/00, effective 1/1/01; 98-15-074 (Order 359), § 230-30-070, filed 7/15/98, effective 1/1/99. Statutory Authority: RCW 9.46.070 (5), (6), (11), (14). 97-14-012, § 230-30-070, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070, 9.46.120, 9.46.0273, 9.46.310 and 34.05.313. 96-24-006 (Order 305), § 230-30-070, filed 11/21/96, effective 1/1/97. Statutory Authority: RCW 9.46.070 (1)-(4), (7), (8), (11), (12), (14), (20) and 9.46.110 (3), (4). 95-23-109 and 95-24-048, § 230-30-070, filed 11/22/95 and 11/30/95, effective 1/1/96. Statutory Authority: RCW 9.46.070. 94-23-094, § 230-30-070, filed 11/17/94, effective 1/1/95. Statutory Authority: Chapter 9.46 RCW. 91-21-053 (Order 228), § 230-30-070, filed 10/15/91, effective 11/15/91. Statutory Authority: RCW 9.46.070. 90-24-005 (Order 218), § 230-30-070, filed 11/26/90, effective 12/27/90. Statutory Authority: RCW 9.46.070 (11) and (14). 90-11-058, § 230-30-070, filed 5/15/90, effective 6/15/90. Statutory Authority: RCW 34.05.220(4), [34.05].230 and 9.46.070 (11) and (14). 90-05-032 (Order 205), § 230-30-070, filed 2/14/90, effective 3/17/90. Statutory Authority: RCW 9.46.070 (11) and (14). 89-17-056 (Order 196), § 230-30-070, filed 8/15/89, effective 9/15/89. Statutory Authority: RCW 9.46[.070] (8), (14). 87-17-052 (Order 171), § 230-30-070, filed 8/18/87. Statutory Authority: Chapter 9.46 RCW. 87-03-023 (Order 164), § 230-30-070, filed 1/13/87. Statutory Authority: RCW [9.46.070] (1), (2) and (11) and [9.46.]110. 85-21-046 (Order 154), § 230-30-070, filed 10/14/85. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 85-03-024

(Order 142), § 230-30-070, filed 1/9/85. Statutory Authority: RCW 9.46.070 (8) and (11). 82-01-065 and 82-03-033 (Order 115 and 116), § 230-30-070, filed 12/18/81 and 1/18/82; 81-21-033 (Order 114), § 230-30-070, filed 10/15/81. Statutory Authority: RCW 9.46.070(10). 79-09-029 (Order 91), § 230-30-070, filed 8/14/79; Order 43, § 230-30-070, filed 11/28/75; Order 29, § 230-30-070, filed 1/23/75; Order 27, § 230-30-070, filed 11/15/74; Order 23, § 230-30-070, filed 9/23/74; Order 14, § 230-30-070, filed 3/27/74; Order 12, § 230-30-070, filed 2/14/74; Order 5, § 230-30-070, filed 12/19/73.]

**WAC 230-30-072 Inventory control for punch boards and pull-tabs—Retention requirements—Audit adjustments.** Each punch board and pull-tab series purchased or otherwise obtained by an operator shall be controlled and accounted for. Each operator shall closely monitor punch board and pull-tab series purchased to assure that Washington state identification and inspection service stamp numbers are correctly entered in all records and each device purchased is properly recorded. The following control procedures apply:

**Delivery of new games.**

(1) The delivery/receipt of punch boards and pull-tab series shall be recorded as follows:

**Invoice record.**

(a) All purchases of punch boards or pull-tab series shall be recorded on a standard distributor's invoice, which will be used by the operator as a record to account for the punch board or pull-tab series between the time it is purchased and removed from play. Each invoice shall include space for the operator to attach the records entry label from the device and the date the device was placed out for play: Provided, That in lieu of the distributor's invoice recording system, licensees utilizing a computerized recordkeeping system may use a separate inventory record to account for purchases and uses of punch boards and pull-tabs as long as all necessary information is recorded. For these records, a computer generated facsimile of the stamp number may be imprinted on the inventory record in lieu of a records entry label.

**Operator to review data and check ID stamps.**

(b) At the time a punch board or pull-tab series is delivered, each operator will assure that all required data is correctly recorded by the distributor by comparing the actual Washington state identification and inspection services stamp number attached to each punch board and pull-tab series to the number recorded on the purchase invoice;

**Invoice/inventory record - placing new games into play.**

(2) At the time a punch board or pull-tab series is placed into play, each operator shall record in the allotted space on the distributor's invoice or the inventory record the following:

(a) Date placed into play; and

(b) Washington state identification and inspection services stamp number by attaching a records entry label.

**Retention requirements.**

(3) Each punch board or pull-tab series which is removed from play, together with the prize flare, all unplayed tabs, and all winning punches or tabs, shall be retained by the operator and made available for inspection, on the licensed premises,

by commission agents and/or local law enforcement and taxing agencies. If devices are stored off premises, they must be produced for inspection upon demand. The minimum retention time for devices removed from play shall be:

**Charitable.**

(a) **Charitable or nonprofit licensees** - at least four months following the last day of the month in which the device was removed from play;

**Commercial.**

(b) **Commercial stimulant licensees** - at least two months following the last day of the month in which the device was removed from play: Provided, That the flare and all winning punches or pull-tabs in excess of twenty dollars shall be retained for at least ninety days following the day the device was removed from play: Provided further, That any commercial stimulant licensee who fails to comply with all recordkeeping requirements of this title or who misstates gross gambling receipts by more than one percent during any calendar quarter shall be required, after written notification by the director, to retain all devices for at least four months following the last day of the month in which it was removed from play. Any licensee so restricted may petition the director to remove the increased retention requirement imposed after a minimum of one year. Any such petition shall include documentation of the steps taken to correct recordkeeping deficiencies. For purposes of computing gross gambling receipts for determining compliance with the recording accuracy requirement, the procedures in subsection (6) of this section apply; and

**Specially authorized games.**

(c) **Specially authorized pull-tab series** may have retention requirements in addition to those set forth in subsections (a) and (b) of this section.

**Storage requirements.**

(4) Each punch board or pull-tab series which is not placed out for play must be retained on the licensed premises and made available for inspection by the commission and/or local law enforcement and taxing agencies: Provided, That devices may be stored off premises if they are produced for inspection upon demand;

**Returning a game to the distributor or manufacturer.**

(5) Each punch board or pull-tab series which has been placed out for play and is subsequently returned to a distributor or manufacturer is exempt from the retention requirements in subsection (3) of this section. The operator must retain a copy of the quality control report for the retention period normally applicable and must record each game on its monthly record required by WAC 230-08-010. If a device is returned to a distributor for any reason, including commission required recall, the operator shall record the date, invoice or credit memo number, and "returned" on the original purchase invoice or inventory record on the corresponding entry for the device;

**Adjusting gross gambling receipts.**

(6) For purposes of compliance with the requirements of this section and license class compliance, gross gambling receipts from the operation of punch boards and pull-tabs shall be adjusted for commission staff audit findings by using the following procedures:

(a) **Unrecorded devices** - gross gambling receipts shall be increased to account for any unrecorded devices purchased by an operator by adding the maximum amount that could be generated from the device, as determined by multiplying the total number of chances available by the price of a single chance. The adjustment shall be made to the records for the month in which the device was purchased; and

(b) **Recording errors** - gross gambling receipts shall be increased or decreased by an adjustment factor that is based upon the results of an audit of a sample of at least five devices randomly selected by the commission staff. The adjustment factor shall be determined by dividing the audited amount for the sample group of devices by the recorded amount for the same devices. The resulting product of this equation shall be applied to the total recorded gross gambling receipts for the calendar quarter from which the sample was taken and to the immediately preceding three quarters.

[Statutory Authority: RCW 9.46.070. 02-06-007 (Order 410), § 230-30-072, filed 2/22/02, effective 7/1/02. Statutory Authority: RCW 9.46.070 (5), (6), (11), (14). 97-14-012, § 230-30-072, filed 6/20/97, effective 7/21/97. Statutory Authority: Chapter 9.46 RCW. 94-24-054 (Order 261), § 230-30-072, filed 12/5/94, effective 1/5/95. Statutory Authority: RCW 9.46.070. 94-07-084 (Order 250), § 230-30-072, filed 3/16/94, effective 4/16/94. Statutory Authority: RCW 9.46.070 (7), (8), (9) and (17). 93-13-063 (Order 241), § 230-30-072, filed 6/17/93, effective 7/18/93. Statutory Authority: RCW 9.46.070(6). 89-21-069 (Order 198), § 230-30-072, filed 10/17/89, effective 11/17/89. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-13-060 (Order 179), § 230-30-072, filed 6/14/88.]

**WAC 230-30-080 Punch board and pull-tab series restrictions—Prizes, size of game, and location of winners.** No operator, distributor, or manufacturer, or representative thereof shall possess, display, put out for play, sell, or otherwise transfer to any person in this state, or for use in this state, any punch board or pull-tab series which:

(1) Does not offer prizes that are equal to or greater than sixty percent of the total gross receipts available from the punch board or pull-tab series. The following applies to the sixty percent calculation:

(a) For the purposes of determining the percentage of prizes offered on any punch board, or in any pull-tab series, total merchandise prizes shall be computed at the amount actually paid by the licensed operator plus fifty percent of that actual cost. For any merchandise prize with an actual cost over five hundred dollars, the total cost plus markup in this subsection shall not exceed seven hundred fifty dollars; and

(b) Prize and percentage requirements for progressive pull-tab series shall be calculated as set forth in WAC 230-30-025;

(2) Offers a single prize that exceeds:

(a) Five hundred dollars in cash: Provided, That progressive jackpot pull-tab prizes, as authorized in WAC 230-30-025, and pull-tab series with carry-over jackpots, as authorized in WAC 230-30-045 shall be exempt from this requirement and shall be subject to the limits defined in those

rules: Provided further, That the cash limit may be increased from five hundred dollars to seven hundred fifty dollars only on pull-tab series with a cost per tab of one dollar after approval by the director; or

(b) A merchandise prize for which the operator has expended more than five hundred dollars: Provided, That operators may expend more than five hundred dollars, not to exceed seven hundred fifty dollars, subject to the limitations set forth in subsection (1)(a) of this section;

(3) Has multiple winners on an individual pull-tab or punch that combined values exceed the single cash or merchandise prize limit in subsection (2) of this section;

(4) Offers prizes for purchasing the last ticket or last punch that exceeds:

(a) One hundred dollars cash; or

(b) Merchandise for which the licensee has expended more than one hundred dollars; or

(c) The highest prize offered, whichever is less;

(5) Contains more than ten thousand individual pull-tabs: Provided, That progressive jackpot pull-tab series, as authorized by WAC 230-30-025, may contain up to fifty thousand individual pull-tabs;

(6) Utilizes a flare which does not meet the requirements of WAC 230-30-106;

(7) The winning punches or tabs have not been randomly distributed and mixed among all other punches or tabs in the board or series;

(8) The location, or approximate location, of any winning punches or tabs can be determined in advance of punching the punch board or opening the tabs in any manner or by any device, by markings on the board, tabs, or container, or by use of a light;

(9) There exists a key to any winning numbers or symbols; or

(10) Does not conform in any other respect to the requirements of WAC rules as to the manufacture, assembly, or packaging of punch boards or pull-tabs.

[Statutory Authority: RCW 9.46.070. 98-21-011 and 98-24-092 (Orders 367 and 367-A), § 230-30-080, filed 10/9/98 and 12/1/98, effective 1/1/99; 98-15-074 (Order 359), § 230-30-080, filed 7/15/98, effective 1/1/99. Statutory Authority: RCW 9.46.070 (5), (6), (11), (14). 97-14-012, § 230-30-080, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070, 9.46.120, 9.46.0273, 9.46.310 and 34.05.313. 96-24-006 (Order 305), § 230-30-080, filed 11/21/96, effective 1/1/97. Statutory Authority: RCW 9.46.070 (1)-(4), (7), (8), (11), (12), (14), (20) and 9.46.110 (3), (4). 95-23-109, § 230-30-080, filed 11/22/95, effective 1/1/96. Statutory Authority: RCW 9.46.070. 93-12-082, § 230-30-080, filed 5/28/93, effective 7/1/93. Statutory Authority: RCW 9.46.070(11). 91-10-004 (Order 222), § 230-30-080, filed 4/18/91, effective 5/19/91. Statutory Authority: Chapter 9.46 RCW. 91-05-047 (Order 220), § 230-30-080, filed 2/14/91, effective 3/17/91. Statutory Authority: RCW 9.46.030 (2) and (3) and 9.46.070 (11) and (14). 83-19-024 (Order 136), § 230-30-080, filed 9/13/83. Statutory Authority: RCW 9.46.070(14). 81-19-073 (Order 112), § 230-30-080, filed 9/15/81. Statutory Authority: RCW 9.46.070(10). 79-07-019 (Order 90), § 230-30-080, filed 6/14/79; Order 55, § 230-30-080, filed 6/25/76; Order 43, § 230-30-080, filed 11/28/75; Order 15, § 230-30-080, filed 4/17/74; Order 9, § 230-30-080, filed 12/19/73, 1:26 p.m.; Order 5, § 230-30-080, filed 12/19/73, 1:25 p.m.]

**WAC 230-30-090 All devices must comply with rules.**

No operator shall display or put out for play, and no distributor or manufacturer or their representatives shall sell or otherwise furnish, any punch board, series of pull-tabs, or device for the dispensing of pull-tabs unless such punch boards,

pull-tabs or devices for the dispensing of pull-tabs conform to all requirements of this state's laws and the rules of this commission, as they now exist or are hereafter amended.

[Order 18, § 230-30-090, filed 5/21/74.]

**WAC 230-30-097 Standards—Approved pull-tab dispensing devices.** Operators may utilize approved pull-tab dispensing devices provided that each device meets the following standards:

(1) Devices must be manufactured by a commission licensed manufacturer.

(2) Devices shall conspicuously display a stamp, seal, or label identifying its manufacturer and the city and state of its manufacture.

(3) Devices shall have the manufacturer's serial number for that device stamped or embossed into its case.

(4) Devices manufactured specifically for the dispensing of perforated window type pull-tabs shall meet the following standards:

(a) Be constructed so that consumers can clearly see each pull-tab within the device, except that area at the bottom of the device, not to exceed one inch in height, covered for security or mechanical reasons, and have permanent lines or markings which divide the pull-tabs remaining in the device into divisions of approximately twenty-five tabs so that the consumer can determine how many tabs remain within the device; or

(b) Have a resettable counter visible to the customer indicating the number of pull-tabs left in the device.

(5) Devices manufactured specifically for the dispensing of "jar" or "banded" type pull-tabs shall meet the following standards:

(a) Be constructed so that consumers can clearly see all jar tickets or jar ticket bundles within the device; or

(b) Have a resettable counter visible to the consumer indicating the number of jar tickets left in the device.

(6) Devices utilizing bill acceptors or similar devices that do not return change shall clearly disclose that fact to the consumer.

[Statutory Authority: RCW 9.46.070 (1), (4), (14), (20). 96-13-069 (Order 295), § 230-30-097, filed 6/18/96, effective 7/19/96. Statutory Authority: RCW 9.46.070 (1)-(4), (7), (8), (11), (12), (14), (20) and 9.46.110 (3), (4). 95-23-109, § 230-30-097, filed 11/22/95, effective 1/1/96. Statutory Authority: RCW 9.46.070. 93-12-082, § 230-30-097, filed 5/28/93, effective 7/1/93.]

**WAC 230-30-102 Pull-tab series assembly and packaging.** (1) Manufacturers of pull-tabs shall assemble and package each pull-tab series in one container: Provided, That progressive jackpot pull-tab games, as authorized by WAC 230-30-025, may be packaged in more than one container under the following conditions;

(a) All boxes are shrink wrapped and sealed with a sticker or seal of the manufacturer;

(b) Each individual box must be identically labeled with a manufacturer designed referencing system to include:

(i) Individual box reference and total boxes per series;

(ii) Series number; and

(iii) Identification and inspection services stamp number;

(c) Each case must be labeled to include:

(i) Case reference and total cases per set; and

(ii) Series number; and

(d) Each box and/or case must be packaged and shipped together. Cases must be specially marked to easily identify the contents during shipping.

(2) Winning pull-tabs shall be randomly distributed and mixed among all other pull-tabs in a series so as to eliminate any pattern as between series, or portions of series, from which the location or approximate location of any of the winning tabs may be determined. The pull-tab series must be assembled so that no placement of winners or losers exist that allows the possibility of prize manipulation or "pick out."

(3) Manufacturers will mix pull-tabs prior to placing them in their final packing container. The mix shall insure that pull-tabs are separated from the original collated row position and dispersed amongst all rows in the final packing container.

(4) Each series of pull-tabs shall contain a packing slip placed inside the package containing the name of manufacturer, series number, date the series was packaged, and the name or identification of the person who packaged the series: Provided, That this information may be printed on the flare or the outside of the package, box or container in which the pull-tabs are packed. This information must be readily available to commission staff from the manufacturer upon request. For progressive jackpot pull-tab games, the packing slip and flare must be packaged with the first box of the series.

(5) Manufacturers of pull-tabs shall print on the outside of the box, package, or other container of pull-tabs the message that pull-tabs must be removed from the packaging container and thoroughly mixed prior to sale to the public: Provided, That the above information may be printed on a crack and peel sticker and placed on the outside of the box, package, or other container of pull-tabs or on a packing slip placed inside the package of pull-tabs. Provided further, That packages of jar tickets may be exempt from this requirement upon the director's approval.

[Statutory Authority: RCW 9.46.070 (5), (6), (11), (14). 97-14-012, § 230-30-102, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.-070, 9.46.120, 9.46.0273, 9.46.310 and 34.05.313. 96-24-006 (Order 305), § 230-30-102, filed 11/21/96, effective 1/1/97. Statutory Authority: RCW 9.46.070. 94-07-084 (Order 250), § 230-30-102, filed 3/16/94, effective 4/16/94. Statutory Authority: Chapter 9.46 RCW. 91-21-053 (Order 228), § 230-30-102, filed 10/15/91, effective 11/15/91. Statutory Authority: RCW 9.46.070 and chapter 34.05 RCW. 90-21-053, § 230-30-102, filed 10/15/90, effective 11/15/90. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 85-03-024 (Order 142), § 230-30-102, filed 1/9/85; Order 78, § 230-30-102, filed 11/17/77; Order 43, § 230-30-102, filed 11/28/75.]

**WAC 230-30-103 Standards for construction of pull-tabs.**

**Determination of winners prohibited.**

(1) Pull-tabs shall be constructed and glued, sealed, or banded so that it is impossible to determine the covered or concealed numbers, symbol, set of symbols, or game protection on the pull-tab until it has been dispensed to and opened by the player, by any method or device, including but not limited to, markings, variance in size, variance in paper fiber, color or printing variations or light; and

(2) All pull-tabs will be constructed to insure that, when offered for sale to the public, the pull-tab is virtually opaque



and free of security defects wherein winning pull-tabs cannot be determined prior to being opened through the use of high intensity lights, peeking, or any other method.

#### **Construction of pull-tabs.**

(3) All pull-tabs, except banded and latex covered pull-tabs, will be constructed using a two or three ply paper stock construction. Winning and losing sheets for each game must be manufactured using the same paper stock and must be manufactured at the same time for all progressive pull-tab series, as authorized in WAC 230-30-025.

(4) The manufacturer shall conspicuously print on the pull-tab the series number and the name of the manufacturer or label or trademark identifying the manufacturer so both are readily visible prior to opening the pull-tab. The label or trademark must be filed with the commission prior to the printing of the pull-tab.

(5) The cover sheet will contain perforated and/or clean-cut openings centered over the symbols or numbers on the back of the face sheet in such a manner as to allow easy opening by the consumer after purchase of the pull-tabs, while at the same time, not permitting pull-tabs to be opened prematurely in normal handling. Perforation should exist on both horizontal lines of the opening with either perforated or clean-cut on the vertical or elliptical line where the tab must be grasped for opening after bending the edge of ticket down. The tab may contain information to show the consumer how to open the pull-tab or remove the latex to determine the symbols or numbers.

(6) No series numbers used on a series shall be repeated on that same manufacturer's form number within a three-year period.

#### **Winner protection and verification codes.**

(7) Each manufacturer shall establish methods of winner protection for each punch board and pull-tab series. Such protection shall afford operators, the commission, and other law enforcement personnel the ability to distinguish winning pull-tabs after they have been purchased and opened, from those that are nonwinning, altered, forged, or from another series. Such protection shall be completely hidden from view and undetectable by any means prior to a pull-tab being opened.

(a) Each manufacturer shall establish its own primary game protection for each pull-tab series. This game protection shall be a method of identifying winning pull-tabs, after they have been purchased and opened, so as to distinguish them from non-winning pull-tabs. The manufacturer may use special numbers, colors, designs, ink, or any combination thereof to establish the primary game protection. Manufacturers shall provide a written explanation of each protection scheme to the commission. Such notification shall be detailed and include pictures, diagrams, and/or samples necessary to thoroughly explain the scheme. The commission shall be notified in writing of any changes to protection schemes.

(b) All pull-tabs manufactured for use in the state of Washington after January 1, 1992, shall utilize a secondary verification code to prevent counterfeiting on tabs that award prizes greater than twenty dollars. Such codes shall be approved by the director prior to use within the state. Punch

(2007 Ed.)

boards are exempt from the secondary verification code requirements.

(c) Spindle-type pull-tab series when played in the manner set out in WAC 230-30-070(10) are exempt from this requirement.

[Statutory Authority: RCW 9.46.070 and 34.05.230. 01-01-016 (Order 396), § 230-30-103, filed 12/6/00, effective 1/6/01. Statutory Authority: RCW 9.46.070 (5), (6), (11), (14). 97-14-012, § 230-30-103, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070, 9.46.120, 9.46.0273, 9.46.310 and 34.05.313. 96-24-006 (Order 305), § 230-30-103, filed 11/21/96, effective 1/1/97. Statutory Authority: RCW 9.46.070. 94-07-084 (Order 250), § 230-30-103, filed 3/16/94, effective 4/16/94. Statutory Authority: Chapter 9.46 RCW. 91-21-053 (Order 228), § 230-30-103, filed 10/15/91, effective 11/15/91; 87-15-052 (Order 169), § 230-30-103, filed 7/14/87. Statutory Authority: RCW 9.46.070 (1), (2), and (11) and 9.46.110. 85-21-046 (Order 154), § 230-30-103, filed 10/14/85. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-30-103, filed 6/15/84; Order 78, § 230-30-103, filed 11/17/77; Order 43, § 230-30-103, filed 11/28/75.]

**WAC 230-30-104 Possession or sale of pull-tab series in which winners or location of winners may be determined in advance—Prohibited.** (1) No operator, distributor, or manufacturer, or representative thereof, with knowledge or in circumstances under which he or she reasonably should have known, shall possess, display, put out for play, sell, or otherwise furnish to any person any pull-tab series or pull-tab from any series:

(a) In which the winning tabs have not been distributed and mixed among all other tabs in the series; or

(b) In which the location, or approximate location, of any of the winning tabs can be determined in advance of opening the tabs in any manner or by any device, including but not limited to, any pattern in the manufacture, assembly, or packaging of the tabs by the manufacturer, by any markings on the tabs or container, or by the use of a light; or

(c) Which does not conform in any other respect to the requirements of these rules as to manufacture, assembly, or packaging of pull-tabs.

[Statutory Authority: RCW 9.46.070 (5), (6), (11), (14). 97-14-012, § 230-30-104, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070 and chapter 34.05 RCW. 90-21-053, § 230-30-104, filed 10/15/90, effective 11/15/90. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 85-03-024 (Order 142), § 230-30-104, filed 1/9/85; Order 78, § 230-30-104, filed 11/17/77.]

**WAC 230-30-106 Punch board and pull-tab flares restrictions—Standards—Substitute flares.** The following restrictions, standards, and procedures apply to the use of flares and substitute flares:

#### **Only manufacturers to produce flares - exception.**

(1) Except as set forth in subsection (6) of this section, the flare advertising prizes available from the operation of any punch board, or any series of pull-tabs, shall be made by the manufacturer only and shall not be altered by any operator or distributor;

#### **One flare per game.**

(2) No person shall place or have out in public view more than one flare advertising the prizes available from the operation of any punch board, or from any series of pull-tabs;

**Displaying flares.**

(3) Flares shall be placed as follows:

(a) Only upon the upper face, or on the top of any punch board; or

(b) In plain view and in the vicinity of any pull-tab dispensing device or container. If the flare is not attached to the dispensing device or container, a numerical or alphabetical reference shall be included directly on the flare and dispensing device or container clearly indicating which flare corresponds to which series.

**Standards for flares.**

(4) Flares shall meet the following standards:

(a) Flares must clearly set out each of the prizes available and the numbers or symbols which win each prize. For progressive jackpot series, the progressive jackpot meter board shall be considered a supplement to the flare. Reference to such shall be made on the flare;

(b) Flares must set out the winning numbers or symbols for prizes of over twenty dollars in cash, or merchandise worth more than twenty dollars at retail, in such a manner that each may be easily and clearly deleted or marked off as each prize is won and awarded. For the purposes of this subsection the retail value of a merchandise prize shall be the amount actually paid by the licensed operator plus fifty percent of that actual cost;

(c) The cost to the player for each punch or pull-tab shall be clearly posted on the flare;

(d) The manufacturer shall clearly set out on the flare the series number assigned to that punch board or pull-tab series by the manufacturer. For pull-tab series, this number shall be clearly displayed on the face of the flare. This series number shall not be altered by the distributor or operator;

(e) The flare shall contain the Washington state identification and inspection services stamp number assigned to the board or series, as required by WAC 230-08-017;

(f) For pull-tab series, the total number of pull-tabs originally in the series shall be clearly disclosed on the face of the flare. The following flares shall prominently display the ticket count in one-half inch size lettering on the flare;

(i) Any newly designed flare;

(ii) Any previously designed flare for pull-tab series with a ticket count over six thousand, which has not yet been packaged;

(g) Flares must contain the manufacturer of the board or series. A stamp, seal, or label which identifies the manufacturer may be substituted if the commission has been informed of such prior to its use.

**Bonus pull-tab flares.**

(5) Additional standards for bonus pull-tab flares:

(a) The manufacturer shall develop and use at least twenty-five different versions of flares (face sheets) for each form number of a bonus series. Flares which contain prizes that are determined after the player receives the corresponding winning chance shall be constructed so that it is impossible to determine the prizes prior to removing the prize covering, in any manner or by any device. Face sheets shall be utilized in such a manner so as to ensure random distribution during the manufacturing and packing process;

(b) The middle or advance level shall be labeled with the term "ADVANCE SECTION" with a minimum one-quarter inch size lettering;

(c) The top tier level shall be labeled with the term "BONUS SECTION" with a minimum one-quarter inch size lettering;

(d) The number of winners which could be awarded in the top tier level shall be clearly noted on the flare with a minimum three-eighths inch size lettering. In addition, the number of winners and the number of advances in each advance level shall be clearly displayed;

(e) All prizes for each advance and bonus level shall be clearly displayed so that only the winners within the possible combinations are shown. Where applicable, the word "OR" shall be used to illustrate the possible combinations in which the bonus prizes can be won. Duplicate references to prizes shall not be shown on the flare.

**Substitute flares.**

(6) A substitute flare may be utilized on punch boards or pull-tabs, unless otherwise restricted by commission rules, provided all the requirements of this subsection are met:

(a) Distributors may apply manufacturer-produced substitute flares to punch boards and pull-tab series;

(b) Licensed operators or distributors may make and use substitute flares on punch boards and pull-tab series which offer merchandise or combination merchandise-cash prizes.

(c) The responsibility for ensuring the substitute flare meets the requirements set forth in this section shall rest with the manufacturer, distributor, or operator who changes the original flare and attaches the substitute flare.

(d) All substitute flares must comply with the requirements of subsections (4) and (5) of this section;

(e) All substitute flares shall have the Washington state identification and inspection services stamp number and series number assigned to the punch board or pull-tab series permanently recorded in ink on the face of the substitute flare;

(f) The original manufacturer's flare shall be permanently defaced so it is unusable and the substitute flare shall be attached to the original manufacturer's flare so that the original Washington state identification and inspection services stamp and series number can be accessed for inspection;

(g) For flares converted from cash prizes to combination merchandise-cash prizes, at least fifty percent of the total value of prizes offered shall be merchandise; and

(h) Substitute flares which offer merchandise, or combination merchandise-cash, must utilize numbers, not symbols, to denote winners. The substitute flare shall be constructed as follows:

(i) Winning numbers shall be selected from the flare made by the manufacturer, or from the manufacturer's designated winning numbers on the punch board;

(ii) The highest valued prize(s) shall be assigned to the lowest available winning number(s); and

(iii) The second highest valued prize(s) shall be assigned to the next lowest available winning number(s) and shall be repeated until all prizes are consecutively assigned winning numbers, based on their value: Provided, That if the substitute flare is made by a licensed distributor, the winning num-

bers may be selected sequentially from the original flare made by the manufacturer.

#### Happy hour pull-tab games.

(7) In addition to prizes established by manufacturers, pull-tab licensees may increase prizes or add additional prizes to punch boards or pull-tab series under the following conditions:

- (a) Such prizes shall be cash or merchandise;
- (b) The manufacturer's flare shall not be changed;
- (c) Full details of the prizes, including requirements to qualify, shall be disclosed to players by means of an additional sign or notice that is permanently attached to the manufacturer's flare;
- (d) The increase or additional prizes must be added to every prize that is within a tier or section of the flare;
- (e) Documentation regarding all additional prizes shall be stapled or otherwise permanently attached to the winning punch or pull-tab for which such a prize is awarded. Minimum documentation shall include a description of the prize awarded and the name of the winner; and
- (f) Bona fide charitable or nonprofit organizations shall limit games authorized in subsection (7) of this section to only one game in play at any point in time.

[Statutory Authority: RCW 9.46.070. 02-10-003 (Order 411), § 230-30-106, filed 4/18/02, effective 7/1/02; 01-13-089 (Order 402), § 230-30-106, filed 6/19/01, effective 7/20/01; 98-15-074 (Order 359), § 230-30-106, filed 7/15/98, effective 1/1/99. Statutory Authority: RCW 9.46.070 (5), (6), (11), (14). 97-14-012, § 230-30-106, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070 (1)-(4), (7), (8), (11), (12), (14), (20) and 9.46.110 (3), (4). 95-23-109, § 230-30-106, filed 11/22/95, effective 1/1/96. Statutory Authority: RCW 9.46.070(8), 9.46.0325 and 9.46.070. 93-10-005 (Order 238), § 230-30-106, filed 4/21/93, effective 7/1/93. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 89-11-048 (Order 192), § 230-30-106, filed 5/16/89. Statutory Authority: RCW 9.46.070 (11) and (14). 87-24-016 (Order 173), § 230-30-106, filed 11/23/87. Statutory Authority: RCW 9.46.070(10). 79-09-029 (Order 91), § 230-30-106, filed 8/14/79; Order 43, § 230-30-106, filed 11/28/75.]

**WAC 230-30-210 Sales restrictions.** (1) No manufacturer, distributor or distributor's representative, shall sell or otherwise make available to any person any punch boards, pull-tabs, pull-tab dispensing devices or related equipment in this state unless it has first determined that such person has a valid license issued by the commission to sell or otherwise distribute such equipment within this state, or to operate such activity on a particular premise within this state.

(2) No operator, distributor or distributor's representative, shall purchase or otherwise obtain from any person any punch board, pull-tab, device for the dispensing of pull-tabs or related equipment in this state until it has first determined that the person selling or otherwise offering such equipment has a valid license issued by the commission to sell the equipment in this state or has been registered with the commission as required.

(3) No operator shall put out for play and no distributor shall sell or otherwise furnish, any punch board or series of pull-tabs unless the manufacturer of punch boards or series of pull-tabs has been licensed by the commission.

(4) No manufacturer or distributor or representative thereof shall use as a sales promotion any statement, demonstration, or implication that any certain portion of a series of pull-tabs contains more winners than other portions of the

(2007 Ed.)

series or that any series of pull-tabs may be sold by the operator in a particular manner that would give the operator any advantage in selling more of the pull-tabs before having to pay out winners.

(5) Manufacturers shall not offer for sale in Washington any punch board or pull-tab series in which the winning punches or pull-tabs are not randomly distributed and mixed among all other punches or pull-tabs in that board or series.

(6) This rule shall not prohibit licensed distributors from selling to Indian tribes operating Class II activities which are legal under federal law.

[Statutory Authority: RCW 9.46.070 (5), (6), (11), (14). 97-14-012, § 230-30-210, filed 6/20/97, effective 7/21/97; Order 5, § 230-30-210, filed 12/19/73.]

**WAC 230-30-220 Interest in separate business involving punch boards and pull-tabs at a different marketing level prohibited.** No manufacturer, distributor or operator of punch boards, pull-tabs, pull-tab dispensing devices or related equipment shall:

(1) Have any interest, directly or indirectly, in any other of these businesses operating in whole or in part at a different marketing level;

(2) Allow any of its officers, or any other person with a substantial interest in such business, to have any interest in any other of these businesses operating in whole or in part at a different marketing level;

(3) Shall employ any person in any capacity or allow any person to represent the business in any way if such person is also employed by, or represents any other of these businesses operating in whole or in part at a different marketing level;

(4) Shall allow any other of these businesses operating in whole or in part at a different marketing level, or any person with a substantial interest therein to have any interest directly or indirectly, in it;

(5) Have any interest, directly or indirectly, in any business of any kind in which any other of these businesses operating in whole or in part at a different marketing level, or any person having a substantial interest therein, also has a substantial interest;

(6) Allow any other business of any kind in which any other of these businesses, or any person having a substantial interest therein, to have any interest, directly or indirectly, in it;

(7) For the purposes of this rule, the different marketing levels shall be:

- (a) Operator;
- (b) Distributor;
- (c) Manufacturer;

(8) This rule shall not prohibit the same person licensed and operating as a manufacturer from being also licensed and operating as a distributor.

[Order 18, § 230-30-220, filed 5/21/74; Order 5, § 230-30-220, filed 12/19/73.]

**WAC 230-30-225 Exception to prohibition of holding an interest in separate punch board or pull-tab businesses at different marketing levels.** (1) Except as otherwise provided in WAC 230-30-220, the spouse of an individual who is a holder of a substantial interest in a business involved in punch boards or pull-tabs may not be considered a substantial

[Title 230 WAC—p. 155]

interest holder in such business if, after considering the entire circumstances surrounding the relationship and business, the director finds the potential for involvement or influence in the business by the spouse is not material. A spouse may be required to submit one or more of the following documents to the director for determining whether involvement or influence is material:

- (a) Community or marital property agreements;
- (b) Separate property agreements;
- (c) Prenuptial agreements; or
- (d) Wills and codicils.

(2) When spouses are involved in both the operation of and/or the supply of punch boards and pull-tabs, the director may impose additional requirements on either licensee, including, but not limited to, prohibiting a manufacturer or distributor from making sales or providing services to an operator.

[Statutory Authority: RCW 9.46.070. 98-10-067 and 98-12-005 (Orders 357 and 357-A), § 230-30-225, filed 5/1/98 and 5/21/98, effective 7/1/98.]

**WAC 230-30-300 Recall of defective punch boards, pull-tabs or pull-tab dispensing devices.** (1) Upon a determination that punch boards, pull-tabs or pull-tab dispensing devices for sale in Washington do not meet commission standards, the director may order all defective products and all similarly constructed or printed products be recalled by the manufacturer(s).

(2) If the director orders such a recall, the manufacturer of the product shall be immediately notified regarding the items to be recalled, reason for the recall, effective date of the recall, and any other specific requirements. Verbal notification shall be followed by written notification. Immediately upon oral notification, manufacturers shall cease shipping affected product in the state and initiate actions to ensure complete compliance with the recall. Manufacturers shall notify all distributors within seventy-two hours of the items recalled, effective date of recall, and arrange for the prompt return of the defective items.

(3) Distributors, once notified of the recall by either the manufacturer or the commission, shall immediately stop sales and/or delivery of the product. The commission shall notify, in writing, each licensed distributor of gambling paraphernalia of the recall, effective dates thereof, the products involved, and of any special instructions if applicable.

(4) The commission shall notify, in writing, each licensed operator who has received the product as to the items recalled, effective date and special instructions, if applicable. Operators shall not utilize any defective punch boards, pull-tabs or pull-tab dispensing devices after receiving written notification from the commission.

(5) Prior to any reintroduction in the state of any recalled or similar item, the manufacturer must first submit the revised or reworked item to commission staff for review, evaluation and approval. The manufacturer will be notified in writing, of the approval or disapproval. A copy of the approving letter shall be sent by the manufacturer to the distributor with the next five shipments of the reworked item.

(6) Manufacturers shall reimburse distributors the actual cost paid by the distributor for each punch board, pull-tab series or pull-tab dispensing device recalled by order of the director. Manufacturers of recalled punch boards, pull-tab

series or pull-tab dispensing devices shall compensate distributors for time and expenses incurred during a recall. Such compensation shall not exceed fifty cents per punch board or pull-tab series actually returned by the distributor to the manufacturer or twenty-five dollars per pull-tab dispensing device.

[Statutory Authority: RCW 9.46.070 (5), (6), (11), (14). 97-14-012, § 230-30-300, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070(8), 9.46.0325 and 9.46.070. 93-10-005 (Order 238), § 230-30-300, filed 4/21/93, effective 7/1/93. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-07-059 (Order 175), § 230-30-300, filed 3/15/88.]

**WAC 230-30-500 Rules applicable to operators of punch boards and pull-tabs applicable as well to operators of either activity.** Each rule of the commission which applies to operators of both punch boards and pull-tabs shall apply as well to operators of either one of these activities.

[Order 25, § 230-30-500, filed 10/23/74.]

## Chapter 230-40 WAC CARD GAMES

### WAC

230-40-010	Social card games—Rules of play—Types of card games authorized.
230-40-020	Portion of premises used for card playing limited.
230-40-030	Number of tables and players limited.
230-40-040	Fees for house-banked card games—Prohibited—Exception.
230-40-050	Fees for nonhouse-banked card games—Assessment and collection—Maximum fees.
230-40-052	Daily records—Card games.
230-40-055	Card tournaments for fee and prizes—Reporting requirements.
230-40-063	Charge for cutting cards.
230-40-070	Licensee to furnish all cards, chips and other services.
230-40-080	Person not to bring their own cards or chips.
230-40-090	Devices, mechanisms, giving advantage—Prohibited.
230-40-120	Limits on wagers in card games.
230-40-130	Wagers to be made with chips only.
230-40-140	Change in method of wagering prohibited.
230-40-200	Players to compete on equal terms—Deal to rotate among players.
230-40-225	House dealer allowed in certain games.
230-40-230	No person shall have someone play for him or assist another participant.
230-40-250	Licensee to prevent cheating in card games.
230-40-315	No food or drink sales on time basis in card room.
230-40-320	Minors or intoxicated persons shall not play cards or provide services to the game.
230-40-331	Bona fide nonprofit or charitable organizations—Members only to play social card and dice games—Exception.
230-40-400	Hours for card games—Procedures for changing hours.
230-40-450	Pictures to be posted with employee licenses.
230-40-500	Unlicensed charitable and nonprofit card games—Authority—House rules to be developed and posted.
230-40-505	Rules of play for social card games—Display—Availability for review.
230-40-550	Incompatible functions defined.
230-40-552	Cash equivalent defined.
230-40-554	Chief executive officer or chief operations officer defined.
230-40-556	Gaming operations department manager defined.
230-40-558	Shift manager defined.
230-40-560	Floor supervisor defined.
230-40-562	Dealer defined.
230-40-600	Authorization procedures for player-supported jackpots.
230-40-608	Deposit requirements—Player-supported jackpot funds.
230-40-610	Player-supported jackpots—Restrictions—Manner of conducting—Approval.
230-40-615	Nonhouse-banked card games—Administrative and accounting control structure—Organization.
230-40-625	Closed circuit television system—Class F card rooms.

230-40-630 Count procedures—Class F card rooms.  
 230-40-800 Operating rules for house-banked card games.  
 230-40-801 Interruption of card games—Preoperational review and evaluation required—Procedures—House-banking.  
 230-40-805 Progressive jackpot prizes—Procedures—Restrictions—House-banking.  
 230-40-808 Deposit requirements for prizes—House-banking.  
 230-40-810 House-banked card games—Odds based wagers—Prizes—Restrictions—Procedures.  
 230-40-815 Administrative and accounting control structure—Organization—House-banking.  
 230-40-821 Accounting system—House-banked card rooms.  
 230-40-823 Financial statements required—House-banked card rooms.  
 230-40-825 Closed circuit television system—House-banking.  
 230-40-830 Cashier's cage—Requirements—House-banking.  
 230-40-833 Cashier's bank and minimum bankroll—House-banking.  
 230-40-835 Accounting controls for cashier's cage.  
 230-40-840 Drop boxes—House-banking—Drop box collection method.  
 230-40-845 Procedures for exchange of checks submitted by gaming patrons at cashier's cage.  
 230-40-850 Procedures for purchasing gaming chips.  
 230-40-855 Acceptance of tips from patrons for house-banked activities.  
 230-40-860 Table inventories and procedures for opening tables for house-banked card games.  
 230-40-865 Distributing chips and coins to tables—Requests and fills—House-banking.  
 230-40-870 Removing chips and coins from tables—Requests and credits—House-banking.  
 230-40-875 Closing gaming tables—House-banking.  
 230-40-880 Count room requirements.  
 230-40-885 Count procedures—House-banking.  
 230-40-890 Signatures—Requirements.  
 230-40-895 Key control—House-banking.

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

230-40-015 Rules by which the authorized card games shall be played. [Statutory Authority: RCW 9.46.070(11). 82-23-050 (Order 125), § 230-40-015, filed 11/15/82. Statutory Authority: RCW 9.46.070(10) (see RCW 9.46.020(20)). 80-09-067 (Order 103), § 230-40-015, filed 7/17/80; Order 67, § 230-40-015, filed 3/11/77; Order 40, § 230-40-015, filed 6/26/75; Order 29, § 230-40-015, filed 1/23/75.] Repealed by 00-09-052 (Order 383), filed 4/14/00, effective 5/15/00. Statutory Authority: RCW 9.46.070.  
 230-40-060 Persons shall not share in winnings or charge additional fee for playing cards. [Order 72, § 230-40-060, filed 7/26/77; Order 29, § 230-40-060, filed 1/23/75; Order 23, § 230-40-060, filed 9/23/74.] Repealed by 00-09-052 (Order 383), filed 4/14/00, effective 5/15/00. Statutory Authority: RCW 9.46.070.  
 230-40-062 No charge for cutting cards. [Order 25, § 230-40-062, filed 10/23/74.] Repealed by 83-11-034 (Order 133), filed 5/16/83. Statutory Authority: RCW 9.46.070 (8) and (11).  
 230-40-125 Washington blackjack—Rules of play—Wagering limits. [Statutory Authority: RCW 9.46.070. 00-09-052 and 00-09-087 (Orders 383 and 383-A), § 230-40-125, filed 4/14/00 and 4/18/00, effective 5/15/00 and 5/19/00; 99-13-102 (Order 374), § 230-40-125, filed 6/15/99, effective 8/1/99. Statutory Authority: RCW 9.46.070 (1)-(4), (7), (8), (11), (12), (14), (20) and 9.46.110 (3), (4). 95-23-109, § 230-40-125, filed 11/22/95, effective 1/1/96. Statutory Authority: RCW 9.46.070. 93-13-062 (Order 240), § 230-40-125, filed 6/17/93, effective 7/18/93. Statutory Authority: Chapter 9.46 RCW. 91-21-053 (Order 228), § 230-40-125, filed 10/15/91, effective 11/15/91; 91-05-047 (Order 220), § 230-40-125, filed 2/14/91, effective 3/17/91. Statutory Authority: RCW 9.46.070 (11) and (14). 90-11-058, § 230-40-125, filed 5/15/90, effective 6/15/90. Statutory Authority: RCW 34.05.220(4), [34.05] 230 and 9.46.070 (11) and (14). 90-05-032 (Order 205), § 230-40-125, filed 2/14/90, effective 3/17/90.] Repealed by 03-20-009 (Order 424), filed 9/18/03, effective 1/1/04. Statutory Authority: RCW 9.46.070.  
 230-40-150 Side bets prohibited. [Order 23, § 230-40-150, filed 9/23/74.] Repealed by 00-09-052 (Order 383), filed

4/14/00, effective 5/15/00. Statutory Authority: RCW 9.46.070.  
 230-40-160 Wagers by other than participants prohibited. [Order 23, § 230-40-160, filed 9/23/74.] Repealed by 00-09-052 (Order 383), filed 4/14/00, effective 5/15/00. Statutory Authority: RCW 9.46.070.  
 230-40-220 Owners and employees not to play cards on licensee's premises. [Order 33, § 230-40-220, filed 2/21/75; Order 23, § 230-40-220, filed 9/23/74.] Repealed by Order 67, filed 3/11/77.  
 230-40-300 Rules of card games and related house rules to be posted. [Order 23, § 230-40-300, filed 9/23/74.] Repealed by Order 40, filed 6/26/75.  
 230-40-310 No free or discount food, beverage or merchandise to be offered at public card room. [Statutory Authority: RCW 9.46.070 (1), (2), (4), (5), (6), (11), (14) and (17). 86-13-055 (Order 158), § 230-40-310, filed 6/13/86; Order 45, § 230-40-310, filed 12/30/75.] Repealed by 95-23-109, filed 11/22/95, effective 1/1/96. Statutory Authority: RCW 9.46.070 (1)-(4), (7), (8), (11), (12), (14), (20) and 9.46.110 (3), (4).  
 230-40-330 Limitation on the number of guests. [Order 23, § 230-40-330, filed 9/23/74.] Repealed by Order 78, filed 11/17/77.  
 230-40-803 Phase II wager limits—Restrictions—Procedures. [Statutory Authority: RCW 9.46.070. 01-15-053 (Order 404), § 230-40-803, filed 7/13/01, effective 8/13/01; 00-09-052 (Order 383), § 230-40-803, filed 4/14/00, effective 5/15/00.] Repealed by 03-17-044 (Order 422), filed 8/15/03, effective 9/15/03. Statutory Authority: RCW 9.46.070.  
 230-40-820 House-banked card games—Internal control system evaluation—Required procedures. [Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-40-820, filed 4/14/00, effective 5/15/00.] Repealed by 01-13-091 (Order 403), filed 6/19/01, effective 7/20/01. Statutory Authority: RCW 9.46.070.  
 230-40-897 Card game promotions—Procedures—Restrictions. [Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-40-897, filed 4/14/00, effective 5/15/00.] Repealed by 02-11-084 (Order 413), filed 5/16/02, effective 7/1/02. Statutory Authority: RCW 9.46.070.  
 230-40-900 Public card room enhancement program—Pilot study. [Statutory Authority: RCW 9.46.070 (02), (04), (12) and (20). 97-21-043, § 230-40-900, filed 10/10/97, effective 11/10/97.] Repealed by 00-09-052 (Order 383), filed 4/14/00, effective 5/15/00. Statutory Authority: RCW 9.46.070.  
 230-40-999 Public card room enhancement program—Pilot study and test. [Statutory Authority: RCW 9.46.0281, 9.46.070 (1), (2), (4)-(8), (11), (12), (14) and (20). 96-17-011 (Order 299), § 230-40-999, filed 8/12/96, effective 9/12/96.] Repealed by 97-21-043, filed 10/10/97, effective 11/10/97. Statutory Authority: RCW 9.46.070 (02), (04), (12) and (20).]

**WAC 230-40-010 Social card games—Rules of play—Types of card games authorized.** Social card games shall be played using rules and procedures as set forth in this section. Only card games that have been specifically authorized are allowed to be played in public or social card rooms.

#### Rules of play for all card games.

(1) Social card games shall be played in the following manner:

(a) The game must be played with one or more standard decks of playing cards or with approved electronic card facsimiles which meet the requirements of WAC 230-40-070 (1)(c): Provided, That cards may be removed to comply with rules of a specific game, such as pinochle;

(b) Players shall compete against all other players on an equal basis for nonhouse-banked games or against the licensee for house-banked games;

(c) Each player shall receive their own hand of cards and be responsible for decisions regarding such hand, such as

whether to fold, discard, draw additional cards, or raise the wager;

(d) Players shall not place wagers on any other player's or the house's hand and no side bets between players are allowed: Provided, That the following shall not be in violation of this section:

- (i) An insurance bet placed in the game of blackjack;
- (ii) A tip wager made on behalf of a dealer; or
- (iii) "Envy" provisions which allow a player to receive a prize if another player wins a jackpot or odds wager;

(e) A player's win or loss shall be determined during the course of play of a single card game; and

(f) No more than two separate games shall be played with a single hand of cards. For purposes of this section, bonus features and progressive jackpots are considered a game: Provided, That bonus features that allow a player to receive an additional prize if another player achieves a specific hand, such as "envy" or "share the wealth" features, shall not be considered a separate game if the player does not have to place a separate wager to participate.

#### **Nonhouse-banked card games authorized.**

(2) Nonhouse-banked card games shall only be played in the manner set forth in *The New Complete Hoyle, Revised, Hoyle's Modern Encyclopedia of Card Games*, or a similar authoritative book on card games approved by the director: Provided, That each licensee may make immaterial modifications to each authorized game set out in Hoyle. The following nonhouse-banked card games are authorized:

- (a) Poker;
- (b) Hearts;
- (c) Pinochle;
- (d) Cribbage;
- (e) Rummy;
- (f) Panguingue (Pan);
- (g) Pitch;
- (h) Bid Whist;
- (i) Other games or modifications to approved games may be approved by the director, or the director's designee, on a case-by-case basis. Requests for approval of a game must be submitted in writing, and include the rules of play and all wagering schemes.

#### **House-banked card games authorized.**

(3) House-banked card games shall be approved by the director, or the director's designee, on a case-by-case basis. Request for approval of a house-banked card game must be submitted in writing, including the rules of play and all wagering schemes. A list of all approved games, modifications to games, and rules of play shall be available at all commission offices. The director may approve games in which the determination of whether a player wins or loses depends upon one or more of the following:

- (a) The player's hand is a specific:
  - (i) Pattern or ranking of cards (pair, straight, flush, royal flush, etc.);
  - (ii) Combination of cards (two queens of hearts, ace and jack of spades, three sevens, etc.); or
  - (iii) Value of the cards (seventeen, twenty-one, etc.); and/or

(b) The player has a higher ranking or value hand than the house/dealer/banker.

#### **Removing an approved game from play.**

(4) Once a game is approved for play, the director shall not remove it from the authorized list of games without providing licensees written notice. Licensees shall be afforded an opportunity to object to the director's decision. If an objection is filed, an administrative law judge shall review the director's decision utilizing the brief adjudicative procedures set forth in WAC 230-50-010.

#### **Procedures for when a proposed game is denied.**

(5) The licensee shall be notified in writing when the director denies a request for a new game or modification of a game. The notification shall include reasons for the denial and provide the petitioner all information necessary for a formal petition to the commission for rule making, amendments, or repeal, as set forth in WAC 230-50-800.

[Statutory Authority: RCW 9.46.070. 03-20-009 (Order 424), § 230-40-010, filed 9/18/03, effective 1/1/04; 01-15-054 (Order 405), § 230-40-010, filed 7/13/01, effective 1/1/02; 00-09-052 (Order 383), § 230-40-010, filed 4/14/00, effective 5/15/00; 99-13-103 (Order 373), § 230-40-010, filed 6/15/99, effective 8/1/99. Statutory Authority: RCW 9.46.0281, 9.46.070 (1), (2), (14) and (20). 96-11-073, § 230-40-010, filed 5/13/96, effective 7/1/96. Statutory Authority: RCW 9.46.070. 94-13-098 (Order 252), § 230-40-010, filed 6/15/94, effective 7/16/94. Statutory Authority: RCW 34.05.220(4), [34.05].230 and 9.46.070 (11) and (14). 90-05-032 (Order 205), § 230-40-010, filed 2/14/90, effective 3/17/90. Statutory Authority: RCW 9.46.070. 88-19-038 (Order 183), § 230-40-010, filed 9/13/88. Statutory Authority: Chapter 9.46 RCW. 86-19-056 (Order 161), § 230-40-010, filed 9/15/86. Statutory Authority: RCW 9.46.070(11). 82-23-050 (Order 125), § 230-40-010, filed 11/15/82. Statutory Authority: RCW 9.46.070(10) (see RCW 9.46.020(20)). 80-09-067 (Order 103), § 230-40-010, filed 7/17/80; Order 78, § 230-40-010, filed 11/17/77; Order 67, § 230-40-010, filed 3/11/77; Order 40, § 230-40-010, filed 6/26/75; Order 23, § 230-40-010, filed 9/23/74.]

**WAC 230-40-020 Portion of premises used for card playing limited.** Only those specific parts or portions of licensed premises which have been approved by the commission for licensed card games shall be used for that purpose. Card playing operating under the authority of a license issued by the commission involving wagers shall not take place upon any other portion or part of the premises. Social card games authorized by RCW 9.46.030(9) shall not be allowed by the organization in the same room or rooms with the licensed card games.

[Statutory Authority: RCW 9.46.070(20). 82-23-050 (Order 125), § 230-40-020, filed 11/15/82; Order 78, § 230-40-020, filed 11/17/77; Order 23, § 230-40-020, filed 9/23/74.]

**WAC 230-40-030 Number of tables and players limited.** No licensee shall allow more than fifteen separate tables at which card games are played. No licensee shall allow more than ten players for nonhouse-banked card games and seven players and/or areas for wagering at house-banked card games to participate at any one table at any given time. Each table shall be permanently numbered and readily identifiable by the licensee's surveillance system.

[Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-40-030, filed 4/14/00, effective 5/15/00. Statutory Authority: RCW 9.46.0281 and 9.46.070 (11), (12) and (14). 88-22-019 (Order 184), § 230-40-030, filed 10/24/88. Statutory Authority: RCW 9.46.010 and 9.46.070 (8) and (14). 85-

03-025 (Order 143), § 230-40-030, filed 1/9/85; Order 23, § 230-40-030, filed 9/23/74.]

**WAC 230-40-040 Fees for house-banked card games—Prohibited—Exception.** No person shall be charged a fee, directly or indirectly, to participate in house-banked card games: Provided, That a licensee may collect a commission of not more than five percent from a winning hand.

[Statutory Authority: RCW 9.46.070. 03-20-009 (Order 424), § 230-40-040, filed 9/18/03, effective 1/1/04; 00-09-052 (Order 383), § 230-40-040, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-050 Fees for nonhouse-banked card games—Assessment and collection—Maximum fees.** No person shall be charged a fee, directly or indirectly, to play in a nonhouse-banked card game in excess of those fees set forth in this section. Each type of fee shall be maintained and recorded separately from all other fees and be available for audit by commission staff, local law enforcement, and taxing authorities.

#### Assessing fees.

(1) The following are authorized methods of assessing fees for playing social card games. Only one method of assessing fees may be used at a table at any given time:

(a) **Fees based on a period of time** - A specific fee of not more than ten dollars per hour, per player, may be charged to play social card games: Provided, That a licensee may collect the hourly fee in thirty-minute increments;

(b) **Fees for each hand played** - A specific fee of not more than one dollar per hand, per player, may be charged to play social card games;

(c) **Fees based on the amounts wagered during a hand (rake)** - A portion of the total amount wagered by a player, not to exceed five dollars per hand or ten percent of total wagers for a hand, whichever is less, may be collected for playing social card games; or

(d) **Fees to enter tournaments** shall be as set forth in WAC 230-40-055.

#### Collecting fees.

(2) Fees shall be collected by a licensed card room employee in the following manner:

(a) **Period of time.** Fees assessed on a period of time shall be collected directly from each player by the dealer or floor supervisor responsible for that particular section of the card room. The "direct collection," "chip rack," or "drop box" methods set forth in this section may be used for collection of fees assessed on a period of time;

(b) **Per-hand fee.** Fees assessed on a per-hand basis shall be placed in a designated area of the table by the player and collected by the dealer before the first round of cards has been dealt. After collection, the dealer shall deposit all chips or coins in the chip rack or drop box, as applicable;

(c) **Rake.** Fees assessed on the amounts wagered during a game shall be collected by the dealer during play of the hand and placed in a designated area of the table. Once the maximum fee for a hand is accumulated, the dealer shall spread the chips or coins to allow players and the surveillance system the ability to verify the amount collected. After veri-

fication, chips shall be deposited in the dealer's chip rack or drop box, as applicable;

(d) **Tournaments.** All fees to enter tournaments shall be collected in advance of the start of play in accordance with WAC 230-40-055; or

(e) **Alternative collection of fees.** Licensees may apply to the director for approval of alternate fee collection methods. If approved, the method of collection shall be set forth in the letter granting approval.

#### Methods of collection.

(3) All fees collected from players shall be maintained and recorded as set forth in WAC 230-40-052. All collections shall be kept separate from all other chips and cash in the card room until recorded in the daily card room records and deposited in the cashier's cage. All chips and cash in the cashier's cage shall be kept separate from all other chips and cash located on the licensed premises at all times card games are conducted. The following methods may be used for control of fees collected for card games:

(a) **Direct collection method** - This collection method may only be used when assessing fees based on a period of time. Fees are collected directly from each player by a licensed card room employee responsible for that particular section of the card room and deposited in the card room cage serving the area of the card room from which collections are made. Collections shall be made at least once per hour, at times designated by the licensee. All fees shall be recorded immediately upon collection, per WAC 230-40-052.

(b) **Chip rack method** - This method is allowed for licensees that are licensed with three or fewer tables. It requires a licensed center dealer, a game lay-out with a designated area for player fees, and a chip rack separated into sections for each type of fee collected. Fees are temporarily stored in the chip rack and controlled by a licensed dealer until collected by the floor supervisor. All chips collected as fees shall be removed from the dealer's chip rack at least every four hours by the licensed card room employee responsible for that particular section of the card room. The removal process shall include the counting of chips and coins in the presence of players and immediately recording the totals on the record prescribed by the commission. The dealer and the supervisor making the removal shall each initial the prescribed record verifying its accuracy.

(c) **Drop box method** - Fees are temporarily stored in a numbered, locked drop box. The drop box method requires a center dealer, a table with a designated area for each type of player fee and/or fees removed from the pot, and a separate drop box for each type of fee. Drop box movement, storage, and counting shall be conducted as prescribed in WAC 230-40-840. The drop box shall be located in a position that is isolated from the pot area and in plain view of all players and the surveillance system.

#### No extra fees to play cards - exceptions.

(4) No player shall be required to pay for or purchase any other goods or services as a condition of playing cards: Provided, That:

(a) A bona fide nonprofit or charitable organization may charge its usual membership fee to belong to the organization; and

(b) Licensees may collect an admission fee when providing entertainment, as long as the fee is charged to all patrons;

#### **Fee schedule.**

(5) A schedule setting forth all fees to participate in card games shall be posted in plain view where it can be seen by the players in the card games;

#### **New decks of cards - fees.**

(6) A person requesting a new deck of cards beyond those regularly furnished by the licensee may be charged a fee not to exceed the actual cost to the licensee for the deck. Class D licensees may charge a fee not to exceed actual cost to the licensee per deck for each deck of playing cards furnished to a table as required by these rules, or as requested by any player at the table. The fee shall be collected in cash directly from the players, or the player requesting the deck, at the time the deck is introduced into the game;

#### **Same fee for all players - exception.**

(7) The licensee shall collect the same fee from all players at a table. If the licensee elects to allow free play, then all players at a table must be allowed to play for free: Provided, That a licensee may allow licensed card room employees and owners to play without a fee if fees are based on time, as authorized by subsection (1)(a) of this section.

[Statutory Authority: RCW 9.46.070, 01-13-091 (Order 403), § 230-40-050, filed 6/19/01, effective 7/20/01; 00-09-052 (Order 383), § 230-40-050, filed 4/14/00, effective 5/15/00. Statutory Authority: RCW 9.46.0281, 9.46.070 (1), (2), (4)-(8), (11), (12), (14) and (20). 96-19-082 (Order 300) § 230-40-050, filed 9/18/96, effective 10/19/96. Statutory Authority: RCW 9.46.070 (1)-(4), (7), (8), (11), (12), (14), (20) and 9.46.110 (3), (4). 95-23-109, § 230-40-050, filed 11/22/95, effective 1/1/96. Statutory Authority: RCW 9.46.070, 94-17-091 (Order 256), § 230-40-050, filed 8/16/94, effective 9/16/94. Statutory Authority: RCW 9.46.070 (1), (2), (4), (5), (6), (9), (11), (14) and (17) and 9.46.020 (19) and (23). 85-17-015 (Order 153), § 230-40-050, filed 8/12/85. Statutory Authority: RCW 9.46.020 (20)(d), 9.46.050(3) and 9.46.070 (1), (2), (5), (8), (9), (11) and (12). 85-03-026 (Order 144), § 230-40-050, filed 1/9/85. Statutory Authority: RCW 9.46.070 (8) and (17). 83-23-055 (Order 138), § 230-40-050, filed 11/15/83. Statutory Authority: RCW 9.46.070(11), 82-11-028 (Order 120), § 230-40-050, filed 5/11/82; 80-09-067 (Order 103), § 230-40-050, filed 7/17/80; Order 72, § 230-40-050, filed 7/26/77; Order 42, § 230-40-050, filed 9/18/75; Order 38, § 230-40-050, filed 5/9/75; Emergency Order 37, § 230-40-050, filed 5/9/75; Order 35, § 230-40-050, filed 3/14/75; Order 29, § 230-40-050, filed 1/23/75; Order 23, § 230-40-050, filed 9/23/74.]

**WAC 230-40-052 Daily records—Card games.** In addition to any other requirements set forth in these rules, persons licensed to operate card rooms at which a fee is charged to play or which operates a player-supported jackpot (PSJ) or house-banked card games shall be required to prepare a detailed record covering each day of operation. Each separate record shall be maintained continuously during hours of operation and entries made as required by this section.

#### **Format.**

(1) The format for such records shall be as prescribed by the commission. The records shall include information to be placed in a form, record, document, or in stored data which shall be annotated in ink or other permanent form. Data maintained in computer data bases must be printed on a periodic

basis. Daily card room records shall be maintained as follows:

#### **Minimum daily records.**

(2) Separate records shall be prepared for each day social card games are played and fees collected or house-banked card games are operated. Such records shall be completed for each table and each PSJ for which fees are collected from players. The minimum daily records shall include the following information:

(a) The date and time period during which fees were collected or house-banked card games were operated.

(b) The assessment method and the fee charged per assessment method for each table.

(c) The names and time of play for each nonpaying house player (which may only include licensed card room employees and the licensed card room operator);

(d) The amount of fees collected at each table at each collection interval;

(e) The gross amount received from fees collected on each operating day by table and by assessment method.

(f) The number of players at the time of fee collection when fees are assessed based on a period of time;

(g) A record of card room employees and hours worked; and

(h) The total drop which includes all cash placed in drop boxes and the net win or loss by the table and game type from house-banked card games.

#### **Tournament fees.**

(3) Fees for tournaments shall be recorded as set forth in WAC 230-40-055.

#### **Player-supported jackpots.**

(4) PSJ records shall include the following information in addition to the information required by subsection (1) of this section:

(a) A separate entry for each type of PSJ for which fees were collected to include:

(i) Table number;

(ii) Prize fund number; and

(iii) Assessment rate.

(b) PSJ fund accrual record.

#### **Daily summary.**

(5) A daily summary record that includes a reconciliation of all fees collected during an operating day shall be prepared for each day card games are operated and fees collected. This record shall include at least the following:

(a) The name of the licensed card room;

(b) The date of the activity. If the activity spans two days, the day that the activity begins shall be recorded;

(c) Card room hours of operation;

(d) The beginning and ending balances of all chips and cash in the cage;

(e) The printed name and signature of person(s) preparing the record; and

(f) Such other daily records as required for specific card room activities.



**Availability and length of storage.**

(6) All detailed records prepared shall be maintained for a period of not less than three years. At least the past six months of records must be available for inspection on premises. All other records shall be available within forty-eight hours upon request by commission staff, local law enforcement or taxing authorities.

[Statutory Authority: RCW 9.46.070. 01-13-091 (Order 403), amended and recodified as § 230-40-052, filed 6/19/01, effective 7/20/01; 00-09-052 (Order 383), § 230-08-090, filed 4/14/00, effective 5/15/00. Statutory Authority: RCW 9.46.070(8), 9.46.0325 and 9.46.070. 93-10-005 (Order 238), § 230-08-090, filed 4/21/93, effective 7/1/93. Statutory Authority: RCW 9.46.070 (8) and (17). 83-23-055 (Order 138), § 230-08-090, filed 11/15/83. Statutory Authority: RCW 9.46.070(8) and (14). 82-11-028 (Order 120), § 230-08-090, filed 5/11/82; Order 23, § 230-08-090, filed 9/23/74.]

**WAC 230-40-055 Card tournaments for fee and prizes—Reporting requirements.** A card tournament wherein a fee is charged to the participants and prizes are awarded to the winning players shall be licensed by the commission.

**License not required.**

(1) Card room licensees with a Class A, B, E, F or house-banked license may conduct a card tournament for a fee without obtaining a card tournament license: Provided, That licensees are limited to only those card games authorized under their license class.

**Class D licensees.**

(2) Card room licensees with a Class D license must first obtain a card tournament license before they can conduct a card tournament in which the players are charged a fee to enter.

**Notification.**

(3) The licensee shall notify the commission ten days in advance of any card tournament where the single or multiple buy-in exceeds fifty dollars.

**Length of tournament.**

(4) A card tournament shall not exceed thirty consecutive calendar days.

**Entry fees.**

(5) The fee for a player to enter a card tournament for prizes shall not exceed one hundred dollars. The fee shall include all separate fees which might be paid by a player for various phases, events of the tournament, food and drink offerings, and promotional material.

**Posting entry fee requirements.**

(6) The fee to enter a tournament and a description of all goods and services to be provided as a part of the tournament must be fully disclosed to each entrant prior to their paying such fee. Such disclosure must be posted conspicuously on the premises at the time payment is received and remain posted until the tournament is complete.

(2007 Ed.)

**Customer appreciation.**

(7) Operators may offer customer appreciation tournaments. The licensee shall conspicuously post entry and buy-in requirements.

(a) Entrants in such tournaments must initially be provided with the same number of chips or points and the same opportunity for rebuys.

(b) All prizes awarded for customer appreciation tournaments may be deducted as prizes for determining adjusted net gambling receipts.

**Fees are gross gambling receipts - exception for food and gifts.**

(8) All fees paid to enter a tournament shall be reported as gross gambling receipts: Provided, That if an operator prepares and provides food and drink items to all tournament entrants on the licensed premises as a part of their entry fee, the fair market value of the food and drink provided, not to exceed twenty-five dollars or fifty percent of the entry fee, which ever is greater, shall be treated as sales of food and drink for on premises consumption and not included as gross gambling receipts. Such sales, must be properly supported by records: Provided further, That if an operator provides items promoting the tournament or licensed business, such as hats, t-shirts, etc., to all participants as a part of their entry fee, the actual cost of such items, supported by invoices and other such records, shall be deducted as prizes in determining adjusted net gambling receipts.

**Buy-in.**

(9) In addition to the entry fee, a minimum buy-in of chips may be required. The total buy-in per player shall not exceed four hundred dollars per tournament and may be either a single or multiple buy-in during the course of the tournament. A record of the buy-ins for each participant will be maintained by the licensee in a format provided by the commission. All buy-ins of chips are not gross gambling receipts and shall be returned to the participants in the form of prizes. Prizes from buy-ins are not deductible for commercial stimulant purposes.

**Prizes.**

(10) The chips used in card tournaments shall have no monetary value and may be redeemed only for prizes established by the licensee. The licensee may award prizes in excess of those entry fees collected as authorized in subsection (5) of this section. The licensee's actual cost, including any cash, for prizes awarded to the players may be deducted as prizes for determining adjusted net gambling receipts generated by the entry fees.

**Posting and approval of rules.**

(11) The licensee shall adopt tournament rules to facilitate the operation of card tournaments: Provided, That all tournament rules for tournaments where the single or multiple buy-in exceeds fifty dollars must be submitted to commission staff for approval: Provided, That once a tournament format is approved, notification will be sufficient for all subsequent tournaments identical in format and play. All tournament

ment rules must be conspicuously posted where all tournament participants can see and read the rules.

#### Recording fees and players.

(12) The licensee shall maintain a record of all such fees collected and the number of participant for each tournament conducted. This information shall be entered in a format approved by the commission. The total gross gambling receipts for the tournament shall be entered on the card room daily control sheet for the time and date the tournament begins and the record of participants shall be attached and maintained with that daily control sheet.

#### Prize records.

(13) The licensee shall maintain a record of all prizes awarded to include the amount the licensed operator actually paid for each prize and the name and complete address of each winning participant: Provided, That the name and address of each participant receiving promotional items as set forth in subsection (8) of this section shall not be required on the prize record. The record shall be attached to the daily control sheet used on the date the majority of the prizes are awarded.

[Statutory Authority: RCW 9.46.070. 03-21-064 (Order 423), § 230-40-055, filed 10/13/03, effective 1/1/04; 01-13-091 (Order 403), § 230-40-055, filed 6/19/01, effective 7/20/01; 00-11-054 (Order 384), § 230-40-055, filed 5/12/00, effective 6/12/00; 94-07-084 (Order 250), § 230-40-055, filed 3/16/94, effective 4/16/94. Statutory Authority: RCW 9.46.070 and 9.46.0325. 93-12-082, § 230-40-055, filed 5/28/93, effective 7/1/93. Statutory Authority: RCW 9.46.0281 and 9.46.070 (11), (12) and (14). 88-22-019 (Order 184), § 230-40-055, filed 10/24/88. Statutory Authority: Chapter 9.46 RCW. 86-17-057 (Order 160), § 230-40-055, filed 8/18/86. Statutory Authority: RCW 9.46.070 (1), (2), (4), (5), (6), (9), (11), (14) and (17) and 9.46.020 (19) and (23). 85-17-015 (Order 153), § 230-40-055, filed 8/12/85. Statutory Authority: RCW 9.46.020 (20)(d), 9.46.050(3) and 9.46.070 (1), (2), (5), (8), (9), (11) and (12). 85-03-026 (Order 144), § 230-40-055, filed 1/9/85.]

**WAC 230-40-063 Charge for cutting cards.** After the shuffle, the dealer will offer the cards for a cut. Following this initial offer of a cut, the licensee may require that a player pay not more than one dollar for the privilege of cutting the cards, provided that the cards may not be cut more than twice during each hand or game and that any and all such fees be placed into the pot for that hand or game.

[Statutory Authority: RCW 9.46.070 (8) and (11). 83-11-034 (Order 133), § 230-40-063, filed 5/16/83.]

**WAC 230-40-070 Licensee to furnish all cards, chips and other services.** Each public card room and Class A social card room licensee shall furnish all chips and cards in connection with all card games conducted on its premises at no additional charge to the players, except as provided in WAC 230-40-050(6).

#### Standards for chips and cards.

All chips and cards shall be of generally conventional size and design, and include safeguards that maximize the integrity of the card games. The following standards and procedures apply to this section:

(1) The licensee shall furnish chips and cards that meet the following requirements:

(a) **Chips.** Chips must include the house name or logo, clearly denote the chip value, be produced by a licensed manufacturer, and purchased from a licensed manufacturer or distributor: Provided, That the director may exempt Class A, B, C, and E licensees with five tables or less from this provision if chips are readily identifiable as having been furnished by that particular licensee and values of chips are clearly posted in the card room: Provided further, That Class D licensees are exempt from the provisions set forth in this subsection; and

(b) **Cards.** For all house-banked card games, the deck or decks of cards must meet the following requirements:

(i) Include the house name or logo;

(ii) Be produced by a licensed manufacturer; and

(iii) Be purchased from a licensed manufacturer or distributor.

(c) **Electronic facsimiles of cards.** Electronic card facsimiles may be approved by the director for use in [card rooms for all authorized] [house-banked] card games subject to the following conditions:

(i) The system shall:

(A) Produce accurate facsimiles of one or more standard decks of playing cards;

(B) Randomly shuffle the cards prior to each round of play or shoe loading;

(C) Contain a backup system for recording and display of at least five previous rounds of play;

(D) Contain security protocols which prevent unauthorized access;

(E) Provide a means of testing of computer software;

(F) Meet any additional technical standards required by the commission;

(G) Be operated only under card room internal controls specific to each system; and

(H) Be tested by a licensed game testing laboratory for compliance with these requirements.

(ii) The system shall be operated by card room personnel and shall not be designed to allow the player to play against the device.

(iii) The costs of initial laboratory testing and any additional testing required by the commission shall be paid for by the manufacturer.

[(iv) The closed circuit television system requirements set forth in WAC 230-40-825 must be followed for all card games.]

#### Bank services.

(2) The licensee shall sell its chips to all players desiring to buy them and redeem all chips at the value for which they were sold. The licensee shall collect the money taken in on chips sold and fees collected and shall keep these funds separate and apart from all other money received by the licensee.

#### Selling chips for cash or check.

(3) Chips shall be sold for cash only and a licensee shall not extend credit of any nature to a person purchasing chips: Provided, That a licensee may accept a check in accordance with WAC 230-12-053 and 230-40-845. Each receipt by a person of a quantity of chips from the licensee shall be a separate transaction for the purpose of this rule. Checks received for chips retained by the licensee after close of business shall

be deposited by the licensee not later than the second day following receipt upon which the licensee's bank is open for business.

#### **Protecting the integrity of cards and chips.**

(4) The licensee shall safeguard all chips and cards to assure integrity of games and banking services. Licensees shall not allow:

(a) Playing cards that have been shaved, sanded, cut, carved, or otherwise marked in any manner which may make certain cards identifiable to players other than as allowed by the rules of the particular game.

(b) Any cards or chips which are not furnished by the licensee to be used in any card game conducted upon its premises; or

(c) Any other person to buy or sell chips for use in card games upon its premises.

[Statutory Authority: RCW 9.46.070 and 9.46.0282. 04-17-125 (Order 434), § 230-40-070, filed 8/17/04, effective 1/1/05. Statutory Authority: RCW 9.46.070. 04-11-092 (Order 430), § 230-40-070, filed 5/18/04, effective 7/1/04; 01-15-054 (Order 405), § 230-40-070, filed 7/13/01, effective 1/1/02; 00-09-052 (Order 383), § 230-40-070, filed 4/14/00, effective 5/15/00. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 89-11-048 (Order 192), § 230-40-070, filed 5/16/89. Statutory Authority: RCW 9.46.070 (11), (14) and 9.46.0218 [9.46.0281]. 89-05-024 (Order 186), § 230-40-070, filed 2/13/89. Statutory Authority: RCW 9.46.070 (1), (2), (4), (5), (6), (11), (14) and (17). 86-13-055 (Order 158), § 230-40-070, filed 6/13/86; Order 74, § 230-40-070, filed 8/17/77; Order 40, § 230-40-070, filed 6/26/75; Order 29, § 230-40-070, filed 1/23/75; Order 23, § 230-40-070, filed 9/23/74.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 230-40-080 Person not to bring their own cards or chips.** No person shall bring onto a premises licensed to allow the playing of card games, nor introduce into any card game, any playing card or cards, or any poker chip or chips for use in wagering, other than those obtained from the licensee on that business day.

[Order 40, § 230-40-080, filed 6/26/75; Order 23, § 230-40-080, filed 9/23/74.]

**WAC 230-40-090 Devices, mechanisms, giving advantage—Prohibited.** No device, apparatus, mechanism, or thing which may give a participant in a card game an advantage over any other participant in that game may be used by any person.

[Order 23, § 230-40-090, filed 9/23/74.]

**WAC 230-40-120 Limits on wagers in card games.** Social and public card room licensees shall not allow wagering limits set by the commission to be exceeded in any card game. The number and value of wagers in card games are limited as follows:

#### **Nonhouse-banked card games.**

(1) Poker:

(a) There shall be no more than five betting rounds in any one game;

(b) The maximum number of wagers in any betting round shall be four, comprised of an initial wager plus three raises; and

(2007 Ed.)

(c) The maximum amount of a single wager shall not exceed twenty-five dollars;

(2) Games based on achieving a specific number of points - each point shall not exceed five cents in value;

(3) An ante, except for panguingue (pan), shall not be more than the maximum wager allowed for the first betting round for any game. The ante may, by house rule, be made by one or more players, but the total ante may not exceed the maximum wager allowed for the first betting round. An ante, by house rule, may be used as part of a player's wager;

(4) Panguingue (pan) - the maximum value of a chip for a payoff shall not exceed ten dollars. An ante will not exceed one chip. Doubling of conditions is prohibited. Players going out may collect not more than two chips from each participating player;

#### **House-banked card games.**

(5) Licensees authorized to conduct house-banked card games shall not allow a single wager to exceed two hundred dollars;

(6) A single wager may be made for each decision made by the player before additional cards are dealt or revealed. In addition, for blackjack, an additional wager may be placed for doubling down or splitting pairs; and

(7) Bonus wagers for house-banked progressive jackpots shall not exceed one dollar. Bonus wagers with a predetermined prize amount based upon a separate element of chance within the same game shall not exceed the authorized maximum table limits as described in subsection (5) of this section.

[Statutory Authority: RCW 9.46.070 and 9.46.0282. 06-03-110 (Order 453), § 230-40-120, filed 1/17/06, effective 2/17/06. Statutory Authority: RCW 9.46.070. 04-19-068 (Order 437), § 230-40-120, filed 9/16/04, effective 10/17/04; 04-06-005 (Order 427), § 230-40-120, filed 2/19/04, effective 7/1/04; 03-17-044 (Order 422), § 230-40-120, filed 8/15/03, effective 9/15/03; 01-13-091 (Order 403), § 230-40-120, filed 6/19/01, effective 7/20/01; 00-09-052 (Order 383), § 230-40-120, filed 4/14/00, effective 5/15/00; 94-13-098 (Order 252), § 230-40-120, filed 6/15/94, effective 7/16/94. Statutory Authority: RCW 34.05.220(4), [34.05] 230 and 9.46.070 (11) and (14). 90-05-032 (Order 205), § 230-40-120, filed 2/14/90, effective 3/17/90. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 89-15-039 (Order 194), § 230-40-120, filed 7/18/89, effective 8/18/89. Statutory Authority: RCW 9.46.050(3) and 9.46.070 (1), (2) and (11). 86-15-025 (Order 159), § 230-40-120, filed 7/14/86. Statutory Authority: RCW 9.46.070 (1), (2) and (11) and 9.46.110. 85-21-046 (Order 154), § 230-40-120, filed 10/14/85. Statutory Authority: RCW 9.46.020 (20)(d) and 9.46.070(11). 82-23-050 (Order 125) and 83-01-045 (Order 125A), § 230-40-120, filed 11/15/82 and 12/13/82. Statutory Authority: RCW 9.46.070(11). 82-04-010 (Order 118), § 230-40-120, filed 1/22/82; 81-19-073 (Order 112), § 230-40-120, filed 9/15/81. Statutory Authority: RCW 9.46.070(10). 80-03-059 (Order 98), § 230-40-120, filed 2/25/80; Order 80, § 230-40-120, filed 12/28/77; Order 51, § 230-40-120, filed 4/30/76; Order 48, § 230-40-120, filed 3/23/76; Order 23, § 230-40-120, filed 9/23/74.]

**WAC 230-40-130 Wagers to be made with chips only.** All wagers and fees to play made in connection with a card game shall be made with chips furnished by the licensee: Provided, That house-banked card games may use coins with a value of fifty cents or twenty-five cents: Provided further, That coins with a value of less than twenty-five cents may be used for pai gow poker games.

[Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-40-130, filed 4/14/00, effective 5/15/00; Order 23, § 230-40-130, filed 9/23/74.]

**WAC 230-40-140 Change in method of wagering prohibited.** Once a method of betting is chosen for a particular hand or game, that method must be used until the hand or game is completed.

[Order 23, § 230-40-140, filed 9/23/74.]

**WAC 230-40-200 Players to compete on equal terms—Deal to rotate among players.** Players in card games shall compete on equal terms with all other players in the game, and solely as a player therein.

The deal in any series of nonhouse-banked card games shall be passed from player to player, unless the table incorporates a house dealer as per house rule. No player who deals a game shall deal another game until each other player at the table has dealt a game in his turn: Provided, That any player may voluntarily waive his right to deal any particular game.

[Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-40-200, filed 4/14/00, effective 5/15/00. Statutory Authority: RCW 9.46.070 (1)-(4), (7), (8), (11), (12), (14), (20) and 9.46.110 (3), (4), 95-23-109, § 230-40-200, filed 11/22/95, effective 1/1/96. Order 40, § 230-40-200, filed 6/26/75; Order 23, § 230-40-200, filed 9/23/74.]

**WAC 230-40-225 House dealer allowed in certain games.** Any licensee may furnish a dealer in any game played on the licensed premises. Dealers shall have no financial interest, directly or indirectly, in the outcome of such game and shall not otherwise participate or play in the game: Provided, That a licensee shall be required to have a house dealer for all house-banked card games, card games operated with a player-supported jackpot, or card games authorized to assess fees for each hand played or fees based on amounts wagered.

[Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-40-225, filed 4/14/00, effective 5/15/00. Statutory Authority: RCW 9.46.070 (1)-(4), (7), (8), (11), (12), (14), (20) and 9.46.110 (3), (4), 95-23-109, § 230-40-225, filed 11/22/95, effective 1/1/96. Statutory Authority: RCW 9.46.070. 94-13-098 (Order 252), § 230-40-225, filed 6/15/94, effective 7/16/94; Order 29, § 230-40-225, filed 1/23/75.]

**WAC 230-40-230 No person shall have someone play for him or assist another participant.** No persons shall allow a representative to sit in on a card game on his behalf for any purpose, or to render assistance to any participant in the game in a manner which gives that participant an advantage over other participants. No person shall act as such a representative.

[Order 23, § 230-40-230, filed 9/23/74.]

**WAC 230-40-250 Licensee to prevent cheating in card games.** A licensee to allow certain premises to be used to play cards and his employees or agents shall not allow any player to play in such a manner as to cheat the persons with whom he is playing. The licensee shall take all necessary steps to prevent this and shall be responsible to insure that the games played upon the licensed premises are fairly played.

Any incident wherein a person is found cheating shall be reported immediately to the applicable local police or sheriff's office.

[Statutory Authority: RCW 9.46.070(10). 78-06-066 (Order 85), § 230-40-250, filed 5/25/78; Order 23, § 230-40-250, filed 9/23/74.]

[Title 230 WAC—p. 164]

**WAC 230-40-315 No food or drink sales on time basis in card room.** All sales of food or drink in the licensed card room must be charged for and collected at the time the food or drink is delivered to the customer. No licensee may charge a person playing cards in a licensed card room for food or drink on a time basis. For the purpose of determining whether a card room operator is operating the licensed card room as a commercial stimulant, the calculation of gross sales of food and drink shall not include any sale of food or drink on a time basis to a person playing cards in the licensed card room.

For purposes of this rule, a "time basis" means a charge for the consumption or opportunity to consume food or drink over a period of time.

[Statutory Authority: RCW 9.46.020(5) and 9.46.070(14). 82-06-007 (Order 119), § 230-40-315, filed 2/19/82.]

**WAC 230-40-320 Minors or intoxicated persons shall not play cards or provide services to the game.** (1) No person who is visibly under the influence of liquor or any narcotic or other such substance shall be allowed to play, or continue to play, in any card game or to participate in providing any services for the game.

(2) No person who is under the age of eighteen years shall be allowed to play in any card game or to participate in providing any services to the game.

(3) It shall be the responsibility of the licensee, and of those persons physically operating the card games, to determine that no unauthorized person is allowed to participate in any manner in the playing of, or providing services to, any card game.

[Order 23, § 230-40-320, filed 9/23/74.]

**WAC 230-40-331 Bona fide nonprofit or charitable organizations—Members only to play social card and dice games—Exception.** No bona fide charitable or nonprofit organization shall permit any person other than its members and members of a chapter or unit organized under the same state, regional, or national charter or constitution to play social card games or social dice games on its premises: Provided, That such organizations, when licensed to allow a social card room on its premises may permit no more than twenty-five percent of the persons playing in the licensed card room at any one time to be guests of members.

[Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-40-331, filed 6/15/84; Order 78, § 230-40-331, filed 11/17/77.]

**WAC 230-40-400 Hours for card games—Procedures for changing hours.** The hours during which card games may be played in licensed public card rooms shall be limited as follows:

(1) Licensees shall not allow the use of their premises for card playing between the hours of 2:00 a.m. and 6:00 a.m.: Provided, That the director may allow closing hours to be adjusted beyond 2:00 a.m. as long as the following conditions are met:

(a) The director shall consult with the local law enforcement agency which has jurisdiction;

(b) The director shall consult with other state agencies involved in regulation of the business;

(c) A licensee must observe a four-hour period of closure at the end of each business day before beginning the next period of operation.

(d) The food and/or drink business being stimulated shall be open to the public for business any time card games are conducted;

(e) At all times during the hours of operation of a Class E, F or house-banked card room, a licensed card room employee must be on duty and in the licensed card room area; and

(f) The licensee complies with any other terms and conditions imposed by the director.

(2) The director may deny the request for extended hours or revoke hours already approved if the local law enforcement agency or a state agency objects or if the director determines that the licensee has violated any provisions of chapter 9.46 RCW, any other commission rule, or any of the terms set forth in subsection (1) of this section. All objections to changing a licensee's operating hours or requests to revoke an approved operating schedule must be submitted in writing.

(3) The commission shall afford a licensee an opportunity for a brief adjudicative proceeding prior to denying or revoking the licensee's authorization for extended card room hours. The brief adjudicative proceeding shall be heard by an administrative law judge, under the provisions set forth in WAC 230-50-010(6), and RCW 34.05.482 through 34.05.494.

[Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-40-400, filed 4/14/00, effective 5/15/00. Statutory Authority: RCW 9.46.070 (1)-(4), (7), (8), (11), (12), (14), (20) and 9.46.110 (3), (4). 95-23-109, § 230-40-400, filed 11/22/95, effective 1/1/96. Statutory Authority: RCW 9.46.070. 95-13-024, § 230-40-400, filed 6/13/95, effective 7/14/95. Statutory Authority: RCW 9.46.070(11). 82-04-010 (Order 118), § 230-40-400, filed 1/22/82; Order 58, § 230-40-400, filed 8/17/76; Order 40, § 230-40-400, filed 6/26/75; Order 23, § 230-40-400, filed 9/23/74.]

**WAC 230-40-450 Pictures to be posted with employee licenses.** The operator of a licensed public card room shall post together with each of the licenses of employees for which licenses are required a picture of that employee. Such picture shall be of a passport type not less than 2" x 3" and clearly showing a full front facial view of that employee.

[Statutory Authority: RCW 9.46.070 (4), (7), (8) and (11). 83-06-077 (Order 127), § 230-40-450, filed 3/2/83.]

**WAC 230-40-500 Unlicensed charitable and non-profit card games—Authority—House rules to be developed and posted.** Bona fide charitable or nonprofit organizations licensed to provide liquor to their members under RCW 66.24.400 shall allow only members to use its premises, furnishings and other facilities to participate in unlicensed social card games and social dice games, as authorized by RCW 9.46.0351. Such organizations shall develop, adopt and post rules of conduct for members participating in the activities. At a minimum, these house rules shall include:

- (1) General rules of play;
- (2) Which portions of premises will be used for card games;
- (3) Hours of play allowed; and
- (4) The organization's restriction that only members are authorized to participate in card games.

(2007 Ed.)

[Statutory Authority: RCW 9.46.070. 01-13-091 (Order 403), § 230-40-500, filed 6/19/01, effective 7/20/01; Order 78, § 230-40-500, filed 11/17/77.]

**WAC 230-40-505 Rules of play for social card games—Display—Availability for review.** Social card games shall be conducted in accordance with predetermined rules of play. Such rules shall be maintained on the licensed premises and immediately available, upon request, for review by commission staff, local law enforcement, or a player. The following requirements apply to rules of play:

**Precedence of rules.**

(1) The applicability of rules of play shall be as determined by the following precedence, in order of importance:

(a) **First priority:** Codified rules set forth in Title 230 WAC;

(b) **Second priority:** Specific rules set forth by a licensed manufacturer of a patented game and approved under WAC 230-40-010;

(c) **Third priority:** Rules set forth in *The New Complete Hoyle, Revised*, *Hoyle's Modern Encyclopedia of Card Games*, or a similar authoritative book on card games approved by the director: Provided, That licensees may make immaterial modifications to game rules set forth in Hoyle; and

(d) **Fourth priority:** House rules developed by the licensee and approved by commission staff.

**Posted rules.**

(2) Any rules related to the following shall be conspicuously posted in a location readily visible by all players.

(a) Wagering limits for each type of game, including the ante as specified in WAC 230-40-120(3);

(b) Prize pay-outs and any restrictions related to prizes;

(c) Whether employees are allowed to play;

(d) Procedures for resolving player disputes; and

(e) For player-supported jackpots (PSJ):

(i) How a PSJ will be distributed in the event it is discontinued or the business closes;

(ii) Conditions under which prizes may be won;

(iii) Prize amount;

(iv) Cost to participate;

(v) Administrative fees; and

(vi) Any other conditions which may affect the outcome of the game.

**Rules available for review.**

(3) Any rules related to the following shall be conspicuously posted in a location readily visible by all players: Provided, That if a licensee chooses not to post these rules, the licensee shall conspicuously post a sign in a location readily visible by all players stating that the rules are immediately available upon request for review by commission staff, local law enforcement, or a player:

(a) Methods of making wagers;

(b) Procedures for misdeals;

(c) Procedures for betting irregularities;

(d) Procedures for splitting pots; and

(e) Any other rules that may restrict a player's right to win a hand, pot, or jackpot prize.

[Statutory Authority: RCW 9.46.070. 01-13-091 (Order 403), § 230-40-505, filed 6/19/01, effective 7/20/01.]

**WAC 230-40-550 Incompatible functions defined.** Incompatible functions for accounting and internal control purposes are functions, duties, or responsibilities that place any person or department in a position to both perpetrate and conceal errors or irregularities in the normal course of his or her duties. Anyone both recording transactions and having access to the relevant assets is in a position to perpetrate errors or irregularities. For example, an employee that writes checks should not reconcile the bank account; or an employee that transports funds should not have access to keys for locks securing such funds or to surveillance recordings of the transaction.

[Statutory Authority: RCW 9.46.070. 03-09-076 (Order 418), § 230-40-550, filed 4/16/03, effective 7/1/03; 00-09-052 (Order 383), § 230-40-550, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-552 Cash equivalent defined.** Cash equivalent is a treasury check, personal check, traveler's check, wire transfer of funds, money order, certified check, cashier's check, a check drawn on the licensee's account payable to the patron or to the licensee, or a voucher recording cash drawn against a credit card or debit card.

[Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-40-552, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-554 Chief executive officer or chief operations officer defined.** The chief executive officer (CEO) or chief operations officer (COO) is the executive who has been designated by the owner, partners, or board of directors as the individual with overall responsibility for the business licensed to conduct card games. The CEO or COO may perform the duties of a gaming operation department manager as defined in WAC 230-40-556.

[Statutory Authority: RCW 9.46.070. 04-24-039 (Order 440), § 230-40-554, filed 11/24/04, effective 1/1/05; 00-09-052 (Order 383), § 230-40-554, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-556 Gaming operations department manager defined.** A gaming operations department manager is a licensed card room employee who has been designated by the chief executive officer or chief operating officer as responsible for management of all card room operations.

[Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-40-556, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-558 Shift manager defined.** A shift manager is a licensed card room employee who shall be responsible for all card room operations during a given shift. The shift manager reports to the gaming operations department manager and shall be the direct supervisor of the floor supervisor.

[Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-40-558, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-560 Floor supervisor defined.** A floor supervisor is a licensed card room employee who shall be responsible for directly supervising a limited number of card games and the dealers assigned to those games within a designated area known as the "pit."

[Title 230 WAC—p. 166]

[Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-40-560, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-562 Dealer defined.** A dealer is a licensed card room employee who is responsible for conducting card games and deals cards, collects and pays off players' bets, and collects fees. The dealer shall also be responsible for signing forms as required.

[Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-40-562, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-600 Authorization procedures for player-supported jackpots.** Player-supported jackpots (PSJs) shall be tightly controlled and shall not be operated prior to approval by the director or the director's designee. The following procedures apply to approval of PSJs:

(1) The request shall be in writing and include at least the following:

- (a) A detailed description of the game;
- (b) All internal control procedures associated with controlling the game and accounting for fees and prizes;
- (c) All rules of play; and
- (d) The name of the prize fund custodian.

(2) Any changes to the approved game or applicable internal controls must be forwarded to the commission staff for review and approval prior to implementation.

[Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-40-600, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-608 Deposit requirements—Player-supported jackpot funds.** Each licensee authorized to conduct player-supported jackpots (PSJs) shall protect and ensure proper accountability of all funds collected from players. Funds shall be controlled as follows:

(1) Each licensee shall maintain a bank account for holding PSJ funds. The account shall be kept separate from all other accounts of the entity and be maintained in a recognized Washington state depository for purposes of depositing PSJ funds.

(2) Only receipts from PSJs shall be deposited into the account.

(3) No expenditures shall be made from the receipts of any PSJ until such receipts have first been deposited in the PSJ: Provided, That licensees may pay out prizes won during the operating day and deduct administrative expenses prior to deposit.

(4) Receipts from the operation of PSJs, which are being held pending disbursement, shall be deposited in the licensee's PSJ account within two banking days of the date of collection: Provided, That funds deposited within two days to an armored car service shall meet this requirement.

(5) All deposits of PSJ funds shall be specifically identified by type of fund and dates of collection. The validated deposit receipt shall be kept as a part of the records required by WAC 230-40-052.

(6) At the end of each month, the account balance per the bank statement shall be reconciled to the PSJ fund balances. The reconciliation shall be kept as a part of the records required by WAC 230-40-052.

[Statutory Authority: RCW 9.46.070, 01-13-091 (Order 403), amended and recodified as § 230-40-608, filed 6/19/01, effective 7/20/01; 00-09-052 (Order 383), § 230-12-072, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-610 Player-supported jackpots—Restrictions—Manner of conducting—Approval.** A player-supported jackpot (PSJ) is a separate contest of chance directly related to the play and/or outcome of authorized non-house-banked card games but which is not the card game itself. Card rooms with a Class F or house-banked license may establish a prize fund for the purpose of operating a PSJ for nonhouse-banked card games. Any PSJ must be approved in writing by the director or the director's designee prior to play. A PSJ must meet the following requirements:

**Funding a PSJ.**

(1) A licensee may provide house funds to establish a PSJ. The licensee shall issue a check from the general business account into the PSJ account to start the prize fund. Recouping of start up funds shall be done by issuing a check from the PSJ account to the business general account. Electronic bank transfers shall satisfy this requirement. Start up funds shall not exceed five thousand dollars per PSJ.

**Using a rake to fund a PSJ.**

(2) A licensee may assess a portion of players' wagers for a jackpot prize. Such amount shall not exceed two dollars per hand or game for each PSJ. This assessment shall be separately collected using the rake method.

**PSJ funds are player funds - exception from administrative fee.**

(3) The licensee acts only as the custodian of the PSJ funds, including any interest earned on this money, and maintains no legal right to the funds. All PSJ funds shall be awarded as prizes, based upon a format approved by commission staff. An administrative fee not to exceed ten percent of the amount collected for a PSJ may be imposed by the licensee. This administrative fee includes all expenses incurred by the licensee, including banking fees. No other expenses beyond the ten percent administrative fee shall be deducted from the PSJ account.

**Prize fund custodian.**

(4) Each licensee shall designate at least one "prize fund custodian" who shall be responsible for safeguarding and disbursing funds to winners. A prize fund custodian may be an owner, partner, officer, or licensed individual designated by a card room owner, partner, or officer. The custodian shall have signature authority for prize fund bank accounts and ensure accountability of all funds collected for use in a PSJ. The licensee shall meet the deposit requirements of WAC 230-40-608.

**Payout of prizes.**

(5) Prize amounts paid in cash shall not exceed two thousand five hundred dollars. Prize amounts not awarded in cash shall be paid within twenty-four hours, by check, the type which provides a duplicate copy. A record of all prizes paid shall be maintained in the format prescribed by commission staff and shall include:

(a) For prizes less than one hundred dollars, a system of accounting denoting each individual prize may be utilized.

(b) For prizes one hundred dollars and above, the following information shall be recorded on a prize record:

- (i) Full printed name;
- (ii) Date of birth;
- (iii) Street address;
- (iv) Type of identification reviewed;
- (v) Amount of the prize awarded;
- (vi) Description of the winning hand;
- (vii) Time and date awarded; and
- (viii) The supervisor's and dealer's initials.

(c) When awarding a prize of five hundred dollars or more, the dealer must, in view of the surveillance camera, display the value and suit of each card in the winning hand, and the remaining cards in the deck must be counted and put in numerical order by suit to confirm a complete deck. The hand shall be collected and sealed with the prize record. The winning hand and remaining deck shall be maintained on the premises as part of daily card room records for a period of seven days, unless released by a commission agent.

**Owners and employees competing for a PSJ.**

(6) Owners, custodians and on-duty card room employees may participate in card games that offer a PSJ, but may not share in the winnings of any prize awarded. Any prize winnings an owner or on-duty employee may be entitled to under game rules, must be divided equally among the other players at the table: Provided, That off-duty employees may participate in card games that offer a PSJ and share in the prize winnings.

**Owners and employees showing cards.**

(7) Owners and on-duty card room employees must turn their cards face up at the end of each game so they may be observed by other players at the table and surveillance if:

- (a) Playing in a game with a PSJ;
- (b) The prize is not based upon a predetermined hand; and
- (c) There is a qualifying hand at the end of a game (such as a "bad beat" hand).

**House dealer required.**

(8) All card games offering a PSJ must utilize a house dealer.

**Security requirements.**

(9) Each gaming table offering a PSJ shall be required to install a closed circuit television system as outlined in WAC 230-40-625: Provided, That licensees operating any house-banked card games shall follow the security requirements set forth in WAC 230-40-825 for all tables in the card room, including those offering a PSJ.

**Removing a PSJ from play.**

(10) The following procedures shall be followed for all discontinued player-supported jackpots:

*Discontinued.*

(a) In the event a licensee elects to discontinue a PSJ, the balance, less any nonrecouped seed money, shall be distributed to players within sixty days of discontinuance by offering an approved promotion or card tournament of the same game under which the PSJ was originally accrued.

*Closure of business.*

(b) In the event a licensee ceases to operate a card room, or fails to maintain a valid card room license, all funds associated with the PSJ shall be distributed to the Washington state council on problem gambling.

*Posting rules.*

(c) The licensee shall conspicuously post a sign stating how PSJ money will be distributed in the event the PSJ is discontinued or the business closes. The sign must be posted at the inception of the PSJ.

**House rules.**

(11) House rules, to include administrative fees shall be posted in a location readily visible by all players and disclose the conditions under which prizes may be won, the prize amount, cost to participate, and any other conditions which may affect the outcome of the game.

**Dispute resolution.**

(12) If a dispute arises involving the outcome of a PSJ, the licensee shall preserve the video recording, the winning hand and remaining deck, and all records for the game where the dispute occurred and shall notify commission staff within twenty-four hours. The licensee shall document all information pertaining to the dispute including:

- (a) The names, addresses, and phone numbers of all players, card room staff, and any witnesses involved;
- (b) Amount of the advertised PSJ; and
- (c) A full description of the circumstances surrounding the dispute.

(13) All disputes involving a PSJ will be investigated by commission staff, with a report submitted to the director. A written decision will be issued by the director, or the director's designee, and such decision shall be final.

(14) During the course of dispute resolution, the commission may become the temporary custodian of any and all prize funds. The PSJ will be suspended until the dispute is resolved.

[Statutory Authority: RCW 9.46.070 and 9.46.0282. 05-23-129 (Order 452), § 230-40-610, filed 11/21/05, effective 1/1/06. Statutory Authority: RCW 9.46.070. 04-24-038 (Order 439), § 230-40-610, filed 11/24/04, effective 1/1/05; 02-17-033 (Order 414), § 230-40-610, filed 8/13/02, effective 1/1/03; 01-13-091 (Order 403), § 230-40-610, filed 6/19/01, effective 7/20/01; 00-09-052 (Order 383), § 230-40-610, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-615 Nonhouse-banked card games—Administrative and accounting control structure—Organization.** Licensees conducting activities that require a Class F license shall assure that such activities are closely controlled. Class F licensees shall comply with the following additional requirements:

[Title 230 WAC—p. 168]

(1) Establish a system of internal administrative and accounting controls that requires, at a minimum, the following:

- (a) Trained personnel;
- (b) Segregation of duties for all employees involved in the operation;
- (c) Fee collection and funds safeguarding procedures;
- (d) Playing card and chip inventory; and
- (e) Security and supervision requirements.

(2) The licensee shall have adequate licensed employees to assure commission requirements are met. At a minimum, the following employees are required:

(a) At least one supervisor for every five tables shall be required: Provided, That a single supervisor may supervise up to seven tables, if only seven tables are in operation and the layout was preapproved by commission staff;

(b) A licensee which utilizes two separate areas of a particular gaming establishment shall require at least one supervisor in each area; and

(c) The licensee must have at least two licensed card room employees in the card room at all times player-supported jackpot schemes are in play and/or alternative methods of collection are being utilized. One such employee must be a floor supervisor.

[Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-40-615, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-625 Closed circuit television system—Class F card rooms.** Critical activities related to the operation of a player-supported jackpot (PSJ) and assessment of fees based on amounts wagered (rake method) shall be closely monitored by the use of a closed circuit television (CCTV) system and recorded using analog and/or digital recording equipment. If a licensee is conducting both Class F and house-banked activities, the licensee shall be required to meet the surveillance requirements set forth in WAC 230-40-825. Each Class F card room licensee shall install and maintain a CCTV system that meets the following requirements:

**Camera coverage.**

(1) The following areas are required to be viewed by the CCTV system:

(a) All gaming at each table including, but not limited to, the:

- (i) Cards;
- (ii) Wagers;
- (iii) Chip tray;
- (iv) Drop box openings; and
- (v) Players and dealers.

(b) All activity in the count room or count area including, but not limited to, the:

- (i) Count table;
- (ii) Floor;
- (iii) Drop boxes; and
- (iv) Drop box storage shelves/cabinets.

**Camera requirements.**

(2) The CCTV system shall consist of light sensitive cameras that have the ability to determine card and chip values at each gaming table. Each video camera shall be capable

(2007 Ed.)



of having its images displayed on a video monitor and recorded. Cameras shall be installed in a manner that will prevent them from being readily obstructed, tampered with, or disabled by patrons or employees. Installed cameras shall cover the areas required by this rule and shall include, at a minimum, the following:

- (a) At least one fixed camera focused over each gaming table covering the entire layout;
- (b) At least one fixed camera focused over the dealer area covering the chip rack, all drop box openings, and the community card area;
- (c) At least one fixed or pan, tilt, and zoom (PTZ) camera permanently programmed for the purposes of monitoring players and dealers at each gaming table. This camera must be capable of viewing each patron and dealer at each gaming position at least once every five minutes;
- (d) A sufficient number of fixed and/or PTZ cameras in the cage only if the count process is conducted there;
- (e) A sufficient number of fixed and/or PTZ cameras in the count area; and
- (f) Any other location as deemed necessary by commission staff.

#### **Video recording equipment requirements.**

(3) Video recording equipment shall meet the following requirements:

(a) **Analog recording**, including audio recording where required, using a video cassette recorder, shall comply with the following requirements:

- (i) Images shall be recorded at a rate of not less than twenty frames per second on standard VHS format; and
- (ii) Recorded images shall accurately reflect the time and date of the video recording. If multiple time and date generators are used, they shall be synchronized to the same time and date; or

(b) **Digital recording**, including audio recording where required, using a digital storage system, shall comply with the following requirements:

- (i) All images shall be recorded on a hard drive;
- (ii) Recording systems shall be locked so that access to the erase and reformat functions, and system data files is restricted to persons authorized in the internal controls;
- (iii) The system must provide uninterrupted recording of surveillance during playback or copying: Provided, That motion-activated recording may be used;
- (iv) Recording systems shall be capable of copying original images maintaining the original native format;
- (v) Images shall be stored at a rate of not less than twenty-five images per second;
- (vi) Images shall be recorded at a minimum resolution of 320 x 240 and displayed during playback at a minimum resolution of 640 x 480;
- (vii) Images shall be stored in a format that is readable by commission computer equipment;
- (viii) Images shall be stored in a format that can be verified and authenticated by commission staff;
- (ix) Recorded images shall include the accurate time and date the video was originally recorded;
- (x) Previously recorded material may be overwritten after seven continuous days of gaming; and

(2007 Ed.)

(xi) Recording systems shall be equipped with an uninterruptible power source to allow a proper system shutdown.

#### **Multiplexing and quad recording devices.**

(4) Multiplexing and quad recording devices may not be used for required surveillance.

(a) **Multiplex recording** means combining multiple video inputs into a single signal by quickly cycling through the separate video inputs (i.e., the view rotates among different cameras) in a predetermined order, recording each video input sequentially in the cycle. Multiplex recording does not provide continuous recording of each video input and the amount of time lapse is dependant upon the number of video inputs in the sequence.

(b) **Quad recording** means four separate video inputs which are continuously recorded and combined into a single signal displayed on one monitor with a view of each video input.

#### **Recording of illegal or suspicious activities.**

(5) Illegal or suspicious activities within the monitored portion of the licensed premises shall be reported to commission staff, pursuant to WAC 230-40-815 (3)(a)(v) through (vi). Additionally, licensees shall ensure two copies of the entire recorded image sequence are made reflecting the questioned activity. One copy shall be provided to commission staff or other law enforcement representatives upon demand and the other copy maintained by the licensee for a period of thirty days.

#### **Activities to be recorded.**

(6) Video signals from all cameras shall be recorded when:

- (a) Gaming tables are in operation;
- (b) Drop boxes or chip trays are stored on the gaming tables;
- (c) Drop boxes are being transported; or
- (d) Drop box contents are being counted.

#### **Surveillance activity log.**

(7) The licensee shall maintain a record of all surveillance activities in the surveillance room. A surveillance log shall be maintained by surveillance personnel and shall include, at a minimum, the following:

- (a) Date and time of surveillance;
- (b) Person initiating surveillance;
- (c) Time of termination of surveillance;
- (d) Summary of the results of the surveillance; and
- (e) A record of any equipment or camera malfunctions.

#### **Employee sign-in log.**

(8) A surveillance room sign-in log shall be maintained to document the time each surveillance employee monitors the card room. The surveillance sign-in log shall be available for inspection at any time by commission staff or law enforcement personnel.

#### **Labeling and storing video and audio recordings.**

(9) Video and audio recordings shall be marked to denote the activity recorded and retained for a period neces-

sary to afford commission staff or law enforcement personnel reasonable access. The following minimum retention periods apply to recordings:

- (a) Recordings shall be retained for a minimum of seven complete gaming days.
- (b) Recordings of evidentiary value shall be maintained as requested by commission staff; and
- (c) Tapes documenting jackpot payouts of five hundred dollars or more shall be retained for at least thirty days; and
- (d) Commission staff may increase any of the retention requirements noted in this section by notifying the licensee.

#### **Dispute resolution.**

(10) In the event there is not sufficient clarity due to violations of the above requirements, the burden will be on the licensee to prove any action taken was warranted. Otherwise, all disputes shall be resolved in favor of the player: Provided, That a review by commission staff may be requested if the licensee feels circumstances warrant, for example, cheating has occurred.

[Statutory Authority: RCW 9.46.070. 04-19-070 and 04-19-137 (Order 435 and 435-A), § 230-40-625, filed 9/16/04 and 9/21/04, effective 10/22/04; 03-09-076 (Order 418), § 230-40-625, filed 4/16/03, effective 7/1/03; 01-13-091 (Order 403), § 230-40-625, filed 6/19/01, effective 7/20/01.]

**WAC 230-40-630 Count procedures—Class F card rooms.** Class F card rooms must follow certain procedures when conducting a count of fees. The following requirements shall be met:

- (1) The count shall occur at a specific time that has been reported to commission staff;
- (2) All fees shall be counted at least once each operating day;
- (3) The count shall be made by a least two licensed employees of the card room who shall record the amount on the count slip for each drop box;
- (4) The surveillance requirements of WAC 230-40-625 shall be met; and
- (5) An entry shall be made in the daily card room record for each table and each type of fee collected at a table. Count slips for each table shall be retained with the daily records.

[Statutory Authority: RCW 9.46.070. 01-13-091 (Order 403), § 230-40-630, filed 6/19/01, effective 7/20/01.]

**WAC 230-40-800 Operating rules for house-banked card games.** Licensees that operate house-banked card games shall establish rules and procedures governing each specific house-banked card game played at their premises. The following restrictions and procedures apply:

- (1) House-banked card games shall not be operated prior to approval as set forth in WAC 230-40-010;
- (2) All house-banked card games shall be dealt from a dealing shoe or an approved shuffling device;
- (3) The licensee shall submit all rules governing the game to commission staff for approval. All requests shall be in writing and include at least the following:
  - (a) Rules of play, including those specified by the manufacturer or supplier;
  - (b) Any administrative or accounting controls applicable to specific games;

[Title 230 WAC—p. 170]

(c) All specifications provided by the equipment manufacturer or supplier applicable to gaming equipment utilized in the game;

(d) Physical characteristics of the following:

- (i) Cards (including procedures for receipt and storage);
  - (ii) Gaming chips used to play the game;
  - (iii) All gaming tables and layouts;
  - (iv) Dealing shoes;
  - (v) Card shuffling devices;
  - (vi) Card peeking devices;
  - (vii) Bill changer devices; and
  - (viii) Such other equipment as may be required for use in otherwise authorized games;
- (4) Rules for each authorized game, shall include at least the following:
- (a) Procedures of play;
  - (b) Minimum and maximum permissible wagers;
  - (c) Shuffling, cutting, and dealing techniques, as applicable;

(d) Dealer take and pay procedures;

(e) Payout odds on each form of wager, including any factors affecting payments to the player, such as maximum player or aggregate prize restrictions; and

(f) Procedures to be followed on occurrence of irregularities, including examples of irregularities applicable to each game;

(5) A summary of playing procedures and rules of play for each game shall be visibly displayed in the gaming area. If the procedures or restrictions are game specific, they shall be displayed at each gaming table at which the game is played.

[Statutory Authority: RCW 9.46.070. 02-11-084 (Order 413), § 230-40-800, filed 5/16/02, effective 7/1/02; 00-09-052 (Order 383), § 230-40-800, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-801 Interruption of card games—Pre-operational review and evaluation required—Procedures—House-banking.** A house-banked card room applicant, or a current licensee who interrupts operations for a substantial period, shall demonstrate the ability to comply with commission requirements prior to operating house-banked card games. In order to demonstrate such capability, the commission staff shall complete a preoperational review and evaluation (PORE) of the entire operation. The following requirements and preoperating procedures apply to house-banked card rooms:

#### **Review and evaluation process.**

(1) The commission staff shall review and evaluate the information presented per WAC 230-04-207 to determine:

- (a) The internal accounting and administrative controls are adequate to assure gambling activities are controlled and results of operations are accurately recorded;
- (b) The physical layout of the card room and supporting functions are adequate to implement the proposed accounting and administrative controls;
- (c) The applicant has adequate trained personnel and an organizational structure that will support implementation of the proposed accounting and administrative controls.

#### **Notification of interruptions in operations.**

(2007 Ed.)

(2) A licensee shall notify the commission in writing if the operation of house-banked card games is interrupted for more than seven days. Such notification shall:

- (a) Be made within three days of the interruption;
- (b) Include the reason for ceasing operations; and
- (c) Include the estimated date operations are planned to recommence.

#### **Procedures for interruptions in operations.**

(3) A licensee shall comply with the following procedures prior to commencing operations:

- (a) Provide the commission, in writing, with any changes in the information required by WAC 230-04-207;
- (b) Request commission staff to evaluate the impact of any changes in internal controls, physical layout, or personnel structure and to complete a PORE for changes that are material;
- (c) Correct any discrepancies noted by the staff's review; and
- (d) Receive written approval from the director to commence operations: Provided, That the director may allow limited operations when changes require the staff to observe operations in order to evaluate the impact of changes.

[Statutory Authority: RCW 9.46.070. 01-23-055, § 230-40-801, filed 11/20/01, effective 1/1/02.]

**WAC 230-40-805 Progressive jackpot prizes—Procedures—Restrictions—House-banking.** Licensees are authorized to operate progressive jackpot prizes in conjunction with approved house-banked card games. Entry into a progressive jackpot is based upon a separate wager by a player, part of which accrues to a progressively increasing prize. A player wins the jackpot prize, or portion thereof, based upon achieving a predetermined pattern or combination of cards. Each licensee operating such games shall ensure they are closely controlled, all the funds collected are accounted for, and prizes and methods of winning are adequately disclosed to players. The following procedures and restrictions apply to progressive jackpots:

#### **Restrictions.**

- (1) House-banked progressive jackpot restrictions:
  - (a) The amount of funds accrued to the primary and reserve or secondary jackpots shall increase by a predetermined amount of each wager made, in accordance with the rules of the game;
  - (b) The amount of the progressive jackpot eligible to be awarded as a prize shall be prominently displayed at each gaming table;
  - (c) The beginning amount of each progressive jackpot offered must be recorded, including explanations for any increase or decrease in the amount of the prize offered. This documentation shall be maintained with the progressive jackpot records; and
  - (d) A licensee may establish a maximum limitation on a progressive jackpot prize. If such a limit is established:
    - (i) The amount must be equal to or greater than the amount of the jackpot when the limit is imposed; and
    - (ii) A notice of the limit must be conspicuously posted at or near the game;

(2007 Ed.)

#### **Adjusting jackpot amounts and prize payouts.**

(2) A licensee shall not reduce the amount of a progressive jackpot prize, that has been accrued and displayed to players except as authorized by this section. The following adjustments are allowed to accrued progressive jackpot prizes:

- (a) Jackpot prizes of five thousand dollars or less shall be paid out immediately. For prizes over five thousand dollars, a minimum of five thousand dollars must be paid immediately and the remaining balance paid, by check, within twenty-four hours: Provided, That a check shall be issued for the entire prize balance within twenty-four hours, at the player's request. The jackpot and advertised amount shall be reduced only by the amount won;
- (b) An adjustment may be made to correct malfunctioning equipment or to prevent the display of an amount greater than a predetermined maximum prize limit; or
- (c) A reserve or secondary jackpot may be reduced as long as the funds removed are recorded as gross receipts and are properly documented in the records. A reserve or secondary jackpot may also be reduced to recover seed money that was not taken from gross receipts, provided that those funds are properly documented in the records;

#### **Removing all or portion of a jackpot from play.**

(3) House-banked progressive jackpot prizes, which are advertised or displayed in any manner are deemed to be funds for which players have a vested interest and may only be removed from play under the following conditions:

##### *Disbursement.*

(a) The director or the director's designee provides the licensee written approval of a plan to disburse all jackpot funds back to the players. The request for approval shall include full details of the distribution plan and shall be conspicuously posted at least ten days prior to distribution. Licensees shall disburse the funds utilizing one or more of the following methods:

- (i) By offering the prize on a different house-banked game;
- (ii) Offering the prize through means of an approved tournament. All funds must be distributed within sixty days from the date of approval by commission staff; or
- (iii) Donating the money to the Washington state council on problem gambling; and

##### *Discontinued jackpot-player notification.*

(b) The licensee must notify players of any planned discontinuance, including closure of the business, by conspicuously posting notice for a period of ten days prior to beginning the discontinuance process;

##### *Awarding merchandise prizes with jackpot funds.*

(c) Licensees may reduce the jackpot only by the dollar amount paid for the merchandise to be awarded as prizes under the following conditions:

- (i) The licensee discloses to the public that a specific portion of these jackpot funds were used to purchase merchandise to be awarded as prizes, as well as the specific prize to be awarded;

(ii) The merchandise is awarded as a prize on the specific outcome of a game and is included in the game rules;

(iii) The merchandise prizes shall be owned by the licensee and paid for in full, without lien or interest of others, prior to the prize being awarded: Provided, That when the winner has an option to receive a cash prize in lieu of such merchandise, a licensee may enter into a contract to immediately purchase a merchandise prize after the winner chooses their option;

(iv) The licensee must disclose the value of the merchandise to be awarded. This value must be true and verifiable; and

(v) Detailed records, including purchase invoice, are maintained on premises and available for review by commission staff;

#### **Temporarily removing a jackpot from play.**

(4) A licensee may temporarily remove a progressive jackpot game from play subject to the following conditions:

(a) The removal and reasons must be approved in writing by commission staff; and

(b) The disruption is caused by circumstances beyond the control of the licensee, or for other good cause (for example: Remodeling the card room); and

(c) Players are notified of the disruption and the estimated date of continuance.

[Statutory Authority: RCW 9.46.070, 03-20-009 (Order 424), § 230-40-805, filed 9/18/03, effective 1/1/04; 01-13-091 (Order 403), § 230-40-805, filed 6/19/01, effective 7/20/01; 00-09-052 (Order 383), § 230-40-805, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-808 Deposit requirements for prizes—House-banking.** Each organization licensed to conduct house-banked card games shall ensure sufficient funds are available to pay prizes offered. Funds shall be controlled as follows:

#### **Bank account.**

(1) Each licensee shall maintain a bank account for holding jackpot prizes accrued at house-banked card games. The account shall be separate from all other accounts of the entity and be maintained in a recognized Washington state depository for purposes of depositing prize funds.

#### **Deposit requirements.**

(2) Amounts accrued for any house-banked game which offers a progressive jackpot shall be deposited into the jackpot prize account at least weekly for all disclosed and reserve jackpot funds.

(3) In addition to any progressive jackpot prize funds required to be maintained in the bank account, licensees shall also deposit and maintain in the account an amount equal to the total of all individual prizes offered which exceed twenty-five thousand dollars. For games in which the prize is based on the amount wagered, the highest wager allowed by the licensee shall be used in computing the individual prize amount for purposes of determining the deposit requirement.

#### **Failure to maintain sufficient bank funds.**

(4) No game shall be offered for play until the above conditions have been met. At anytime that the prize account

is reduced below the level required, the licensee shall immediately cease operating games until they are in compliance. At no time shall the account go below the total amount of progressive jackpots and individual prizes offered over twenty-five thousand dollars. Failure to maintain funds as required in this rule shall be prima facie evidence of defrauding the public in violation of RCW 9.46.190.

#### **Recording deposits.**

(5) A record of all deposits shall specifically identify by game name and number, and dates of collection for progressive prizes. The validated deposit slip shall be kept as part of the records required by WAC 230-40-052.

#### **Monthly reconciliation.**

(6) At the end of each month, the account balance per the bank statement shall be reconciled to the jackpot prize balances. The reconciliation shall be kept as part of the records required by WAC 230-40-052.

[Statutory Authority: RCW 9.46.070, 01-13-091 (Order 403), amended and recodified as § 230-40-808, filed 6/19/01, effective 7/20/01; 00-09-052 (Order 383), § 230-12-073, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-810 House-banked card games—Odds based wagers—Prizes—Restrictions—Procedures.** A licensee may establish pay out limits for odds based wagers made at house-banked card games. An "odds based wager" means a wager for which the player is paid an increased amount over and above the amount wagered if a predetermined pattern or combination of cards is achieved. For example, a royal flush, four aces, a pair, etc. Limitations on the payout for odds based wagers are allowed only if the following restrictions and procedures are met:

(1) All payout limits, procedures for computing limits, and methods of disclosing limits to patrons shall be preapproved by the director or the director's designee;

(2) Any limits applied to individual players' winnings shall not be less than the higher of the following calculations:

(a) The maximum wager allowed for the game, times the highest odds offered up to fifty-to-one (50 to 1). For example: The maximum wager is one hundred dollars (\$100) and odds are fifty-to-one (50 to 1); then the per player minimum is five thousand dollars (\$100 x 50 = \$5,000); or

(b) The minimum required wager for the game, as determined by house rule, times the highest odds offered for any wager in the game. For purposes of this section the "minimum required wager" shall be the total amount a player must risk in order to win. For example: The minimum allowed wager is ten dollars (\$10) and the maximum odds are one thousand-to-one (1,000 to 1); then the per player minimum is ten thousand dollars (\$10 x 1,000 = \$10,000);

(3) Any limits applied in aggregate to payments to all players in a game for winning wagers shall not be less than two times the individual player limit, as computed in subsection (2) of this section;

(4) The licensee shall clearly disclose any limits to per player or aggregate payouts on the table layout: Provided, That the director may approve alternative methods of disclosure; and

(5) The licensee shall clearly disclose all procedures for computing any per player or aggregate payouts. This expla-

nation must be available to players in the form of a brochure or other printed media.

[Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-40-810, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-815 Administrative and accounting control structure—Organization—House-banking.** Each licensee operating a house-banked card game shall ensure that all games are closely controlled, operated fairly and in accordance with all rules of the commission. The following control procedures and conditions shall be met:

**Internal controls.**

(1) The licensee shall have a system of internal controls that include at least the following:

(a) Administrative controls, which include, but are not limited to, the organization's plan, procedures, and records concerned with decision processes leading to management's authorization of transactions; and

(b) Accounting controls which include the licensee's plan, procedures, and records concerned with the safeguarding of assets and the reliability of financial records. These controls must be designed to provide reasonable assurance that:

(i) Transactions are executed in accordance with management's general and specific authorization;

(ii) Transactions are recorded as necessary to permit preparation of financial statements in conformity with generally accepted accounting principles, and to maintain accountability for assets;

(iii) Access to assets is permitted only in accordance with management's authorization; and

(iv) The recorded accountability for assets is compared with existing assets at least annually and appropriate action is taken within five working days with respect to any differences.

**Administrative controls.**

(2) The licensee's system of administrative controls shall provide for the following:

(a) Competent personnel with an understanding of prescribed procedures;

(b) The segregation of incompatible functions so that no employee is in a position to perpetrate and conceal errors or irregularities in the normal course of his or her duties; and

(c) Each employee of a house-banked card room shall be licensed by the commission and shall be knowledgeable in all accounting and internal control practices and procedures relevant to each employee's individual function.

**Separate departments and functions.**

(3) The licensee shall, at a minimum, establish the following departments or functions that shall be independent from all other departments or functions:

*Surveillance.*

(a) A surveillance department which shall not include security functions or personnel. The head of surveillance shall be responsible for, but not limited to, the following:

(i) The clandestine surveillance of the operation and conduct of the table games;

(ii) The clandestine surveillance of the operation of the cashier's cage;

(iii) The video and audio recording of activities in the count rooms;

(iv) The detection of cheating, theft, embezzlement, and other illegal activities in the gaming facility, count rooms, and cashier's cage;

(v) The video recording of unusual or suspected illegal activities;

(vi) The notification of appropriate supervisors and commission staff, within three working days, upon the detection of cheating, theft, embezzlement, or other illegal activities;

(vii) Ensuring that each dealer is evaluated to determine if all required dealer procedures and techniques set forth in the licensee's approved internal controls are followed; and

(viii) Ensuring all surveillance employees have a demonstrated knowledge of the following:

(A) Operating surveillance systems;

(B) Rules of play and procedures for the games being played; and

(C) The overall procedures relating to the duties of all employees of the house-banked card room being monitored (dealers, shift managers, floor supervisors, cage cashier's and count team members).

*Security.*

(b) A security department, supervised by a security department manager, is responsible for at least the following:

(i) Control of cards and dealing shoes, including storage of new and used cards and shoes, and control of the disposition and/or destruction of same when removed from service; and

(ii) Transfer of cash and chips to and from the gaming tables, cage and count room.

*Gaming operations.*

(c) A gaming operation department supervised by a gaming operation department manager who shall be responsible for the operation of all house-banked card games conducted by ensuring the following:

(i) Card games are operated by licensed dealers who are assigned to each gaming table;

(ii) A floor supervisor is assigned the responsibility for the overall supervision of the conduct of gaming within a pit and can supervise no more than seven tables as long as the floor plan was approved by commission staff in the internal controls;

(iii) A licensee which utilizes two separate areas of a gaming establishment shall require at least one supervisor in each area; and

(iv) A shift manager, who reports to the gaming operation department manager, is assigned to supervise floor supervisors and all gaming related activities that occur during each shift. In the absence of the gaming operation department manager, the shift manager shall have the authority of a gaming operation department manager. Provided, That in addition to the floor supervisors required in this subsection, licensees operating more than ten tables shall be required to have a shift manager on the premises.

*Accounting.*

(d) An accounting department supervised by an individual who shall report directly to the chief executive officer or chief operations officer. The responsibilities of the accounting department shall include, but not be limited to, the following:

- (i) Implementing and monitoring of accounting controls;
- (ii) The preparation, control, and storage of records and data required;
- (iii) The control of unused forms inventory along with reconciliation of forms used; and
- (iv) The control and supervision of the cashier's cage.

**Modifications.**

(4) Any changes to the licensee's system of internal controls must be submitted to commission staff and be approved prior to implementation.

**Employees shall be informed of internal controls.**

(5) All licensed operators shall inform their card room employees of the internal controls related to their respective area of responsibility. Furthermore, both the operator and all card room employees shall follow these internal controls at all times.

[Statutory Authority: RCW 9.46.070 and 9.46.0282, 06-07-073 and 06-08-024 (Order 455 and 455-A), § 230-40-815, filed 3/13/06 and 3/27/06, effective 4/27/06. Statutory Authority: RCW 9.46.070, 03-09-076 (Order 418), § 230-40-815, filed 4/16/03, effective 7/1/03; 01-13-091 (Order 403), § 230-40-815, filed 6/19/01, effective 7/20/01; 00-09-052 (Order 383), § 230-40-815, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-821 Accounting system—House-banked card rooms.** Every licensee authorized to offer house-banked card games shall keep and maintain a complete set of records, which have been approved by commission staff prior to licensure. Such records shall include all receipts and disbursements of the licensee, including, but not limited to, those related to gambling activities. The following requirements shall apply:

**Revenue, costs, and expenses.**

(1) Each licensee shall maintain legible, accurate and complete records of all transactions relating to the revenues, and costs, and expenses of the gaming operation. These records shall be maintained in a format to ensure consistency, comparability, and effective disclosure of financial information.

**Accounting system.**

(2) The accounting system shall be a double entry system of accounting with transactions recorded on an accrual basis and in conformity with generally accepted accounting principles, to include detailed, supporting, subsidiary records, sufficient to meet the requirements below.

**Recordkeeping.**

(3) The detailed, supporting and subsidiary records shall include, but not necessarily be limited to:

(a) Records of all patrons' checks initially accepted, deposited, and returned as "uncollected," and ultimately written off as "uncollectible";

(b) Statistical game records to reflect drop and win amounts for each table, for each game, and for at least each period for which the drop boxes are removed, which shall be at the minimum, the end of each gaming day;

(c) Records of investments in property, including, but not limited to, equipment used directly in connection with the gaming operation;

(d) Records of amounts payable by the gaming operation;

(e) Records which identify the purchase, receipt, and destruction of all cards and gaming chips used in wagering; and

(f) Records of services provided for the operation of gaming activities.

**Copies.**

(4) Whenever duplicate or triplicate copies are required of a form, record or document:

(a) The original, duplicate, and triplicate copies shall be color-coded;

(b) If under these standards, forms, records, and documents are required to be inserted in a locked dispenser, the last copy shall remain in a continuous unbroken form in the dispenser; and

(c) If under these standards, forms or serial numbers of forms are required to be accounted for or copies of forms are required to be compared for agreement and exceptions noted, such exceptions shall be reported immediately to the commission for investigation.

**Storing documents.**

(5) All forms, records, documents and stored data required to be prepared, maintained and controlled shall:

(a) Have the title of the form, record, document, or stored data (such as "fill slip," "request for fill," "credit slip," "request for credit," "reconciliation," etc.), imprinted or pre-printed thereon or therein; and

(b) All records shall be maintained for a period of not less than three years. At least the past six months of gambling records must be available for inspection on premises.

**Employee records.**

(6) Licensees shall maintain a records system that ensures all applicable employees have met licensing requirements. The system shall be maintained on the premises and include the following:

- (a) Employee names;
- (b) Gambling license numbers;
- (c) Gambling license expiration dates; and
- (d) Photocopies of all current employees' licenses.

**Record of employees who have not yet received a license.**

(7) If an employee license has not yet been issued, the licensee shall maintain a copy of the following:

- (a) Temporary employment authorization;
- (b) Documentation that the required payment (license or transfer fee) has been made; and

(c) Proof that the employee has adhered to the ten-day waiting period, if applicable.

**Notification - new license not received.**

(8) The licensed card room operator shall ensure commission staff is notified if an employee license has not been received within sixty days of employment.

[Statutory Authority: RCW 9.46.070. 06-17-085 (Order 462), § 230-40-821, filed 8/14/06, effective 1/1/07; 03-20-009 (Order 424), § 230-40-821, filed 9/18/03, effective 1/1/04; 01-13-091 (Order 403), amended and recodified as § 230-40-821, filed 6/19/01, effective 7/20/01. Statutory Authority: RCW 9.46.070 and 34.05.230. 01-01-016 (Order 396), § 230-08-027, filed 12/6/00, effective 1/6/01. Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-08-027, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-823 Financial statements required—House-banked card rooms.** Each licensee authorized to offer house-banked card games shall prepare financial statements covering all financial activities of the licensee's establishment for each business year. The following definitions and requirements shall apply:

(1) The following definitions shall apply to all subsections of this rule:

(a) "Financial statements" shall include at least the following: Balance sheet, statement of income, statement of retained earnings or changes in equity, statement of cash flows, and all required notes or disclosures. All financial statements must be in accordance with the United States generally accepted accounting principles.

(b) "Card room gross receipts" shall include receipts from all house-banked and nonhouse-banked card games offered by the house-banked card room.

(c) "Independent" means there is no relationship that may influence a certified public accountant's impartiality and objectivity in rendering services.

**Audited financial statements - gross receipts over three million dollars.**

(2) Each licensee with card room gross receipts in excess of three million dollars for the business year shall engage an independent, certified public accounting firm licensed by the Washington state board of accountancy who shall audit the licensee's financial statements in accordance with generally accepted auditing standards.

**Reviewed financial statements - gross receipts of one to three million dollars.**

(3) Each licensee with card room gross receipts of one to three million dollars for the business year shall engage an independent, certified public accounting firm licensed by the Washington state board of accountancy who shall review the financial statements in accordance with the statements on standards for accounting and review services or audit the financial statements in accordance with generally accepted auditing standards.

**Compiled financial statements - gross receipts of less than one million dollars.**

(4) Each licensee with card room gross receipts of less than one million dollars for the business year shall engage an independent, certified public accounting firm licensed by the

(2007 Ed.)

Washington state board of accountancy who shall compile the financial statements in accordance with the statements on standards for accounting and review services in accordance with generally accepted accounting principles, including all required notes or disclosures on an accrual basis of accounting.

**Financial statement presentation.**

(5) The financial statements must be presented in the following manner:

(a) Financial statements shall be submitted on a comparative basis: Provided, That the first year may be submitted for the current business year only; and

(b) Gross revenues from each licensed activity should be reported by activity and separate and apart from all other revenues.

**Consolidated financial statements.**

(6) Consolidated financial statements may be filed by commonly owned or operated establishments. These statements must include consolidated schedules presenting separate financial statements for each licensed card room location.

**Change in business year.**

(7) If a licensee changes its business year, they shall notify the director within thirty days. The licensee shall submit financial statements for the period covering the end of the previous business year to the end of the new business year.

**Filing with the commission.**

(8) A copy of the report and the financial statements shall be submitted to the director within one hundred twenty days following the end of the licensee's business year. The director may authorize a sixty-day extension if a licensee submits a written request explaining the need for the extension.

[Statutory Authority: RCW 9.46.070. 06-17-085 (Order 462), § 230-40-823, filed 8/14/06, effective 1/1/07; 04-06-058 (Order 426), § 230-40-823, filed 3/1/04, effective 4/1/04; 00-09-052 (Order 383), § 230-40-823, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-825 Closed circuit television system—House-banking.** Critical activities related to the operation of house-banked card games shall be closely monitored by the use of a closed circuit television (CCTV) system and recorded using analog and/or digital recording equipment. Each house-banked card room licensee shall install and maintain a CCTV system that meets the following requirements.

**Camera coverage.**

(1) The following areas are required to be viewed by the CCTV system:

(a) All gaming at each table including, but not limited to, the following:

- (i) Cards;
- (ii) Wagers;
- (iii) Chip tray;
- (iv) Drop box openings;
- (v) Card shoe;
- (vi) Shuffling devices; and

- (vii) Players and dealers.
- (b) All activity in the pits.
- (c) All activity in the cashier's cage including, but not limited to, the:
  - (i) Outside entrance;
  - (ii) Fill/credit dispenser;
  - (iii) Customer transactions;
  - (iv) Cash and chip drawers;
  - (v) Vault/safe;
  - (vi) Storage cabinets;
  - (vii) Fill or credit transactions; and
  - (viii) Floor.
- (d) All activity in the count room including, but not limited to, the:
  - (i) Count table;
  - (ii) Floor;
  - (iii) Counting devices;
  - (iv) Trolley;
  - (v) Drop boxes;
  - (vi) Storage shelves/cabinets; and
  - (vii) Entrance and exits.
- (e) The movement of cash, gaming chips, and drop boxes.
- (f) Entrances and exits to the card room.

#### Camera requirements.

(2) The CCTV system shall consist of light sensitive cameras including those with pan, tilt, and zoom (PTZ) capabilities having the ability to determine card and chip values and the configuration of wagers at each gaming table. Each video camera shall be capable of having its images displayed on a video monitor and recorded. Cameras shall be installed in a manner that will prevent them from being readily obstructed, tampered with, or disabled by patrons or employees. PTZ cameras shall be placed behind a smoked dome, one-way mirror or similar materials that conceal the camera from view. Installed cameras shall cover the areas required by this rule and shall include at a minimum:

- (a) At least one fixed camera focused over each gaming table covering the entire layout;
- (b) A sufficient number of fixed and/or PTZ cameras permanently programmed for the purposes of monitoring players and dealers at each gaming table. The PTZ cameras must be capable of viewing each patron and dealer at each gaming position at least once every five minutes;
- (c) A sufficient number of PTZ cameras for the purpose of determining the configuration of wagers and card values at each gaming table. Any time a winning wager, including jackpot or bonus payouts in excess of one thousand dollars are won, surveillance shall utilize this camera to verify the winning hand, the amount of the wager, and the player who won the prize. Each licensee shall have documented procedures in their internal controls stipulating the manner in which this will be carried out;
- (d) A sufficient number of fixed and/or PTZ cameras in the cage(s);
- (e) A sufficient number of fixed and/or PTZ cameras in the count room; and
- (f) Any other location as deemed necessary by commission staff.

#### Video recording equipment requirements.

(3) Video recording equipment shall meet the following requirements:

(a) **Analog recording**, including audio recording where required, using a video cassette recorder, shall comply with the following requirements:

- (i) Images shall be recorded at a rate of not less than twenty frames per second on standard VHS format; and
- (ii) Recorded images shall accurately reflect the time and date of the video recording. If multiple time and date generators are used, they shall be synchronized to the same time and date; or

(b) **Digital recording**, including audio recording where required, using a digital storage system, shall comply with the following requirements:

- (i) All images shall be recorded on a hard drive;
- (ii) Recording systems shall be locked so that access to the erase and reformat functions, and system data files is restricted to persons authorized in the internal controls;
- (iii) The system must provide uninterrupted recording of surveillance, during playback or copying: Provided, That motion-activated recording may be used;
- (iv) Recording systems shall be capable of copying original images maintaining the original native format;
- (v) Images shall be stored at a rate of not less than twenty-five images per second;
- (vi) Images shall be recorded at a minimum resolution of 320 x 240 and displayed during playback at a minimum resolution of 640 x 480;
- (vii) Images shall be stored in a format that is readable by commission computer equipment;
- (viii) Images shall be stored in a format that can be verified and authenticated by commission staff;
- (ix) Recorded images shall include the accurate time and date the video was originally recorded;
- (x) Previously recorded material may be overwritten after seven continuous days of gaming; and
- (xi) Recording systems shall be equipped with an uninterruptible power source to allow a proper system shutdown.

#### Multiplexing and quad recording devices.

(4) Multiplexing and quad recording devices may not be used for required surveillance except under the following circumstances:

- (a) Multiplexing or quad recording devices may be used on entrances and exits; and
- (b) Quad recording devices may be used to record the movement of drop boxes between tables and the count room.

#### Multiplexing and quad recording devices defined.

(c) **Multiplex recording** means combining multiple video inputs into a single signal by quickly cycling through the separate video inputs (i.e., the view rotates among different cameras) in a predetermined order, recording each video input sequentially in the cycle. Multiplex recording does not provide continuous recording of each video input and the amount of time lapse is dependant upon the number of video inputs in the sequence.



(d) **Quad recording** means four separate video inputs are continuously recorded and combined into a single signal displayed on one monitor with a view of each video input.

**Recording of illegal or suspicious activities.**

(5) Illegal or suspicious activities within the monitored portion of the licensed premises shall be reported to commission staff, pursuant to WAC 230-40-815 (3)(a)(v) through (vi). Additionally, licensees shall ensure two copies of the entire recorded image sequence are made reflecting the questioned activity. One copy shall be provided to commission staff or other law enforcement representatives upon demand and the other copy maintained by the licensee for a period of thirty days.

**Activities to be recorded.**

(6) Video signals from all cameras shall be recorded when:

- (a) Gaming tables are in operation;
- (b) Drop boxes or chip trays are stored on the gaming tables;
- (c) Drop boxes are being transported; or
- (d) Drop box contents are being counted.

**Video monitors.**

(7) The CCTV system shall include a sufficient number of video monitors to simultaneously view multiple gaming tables, the cashier's cage, and count room activities.

**Surveillance room.**

(8) The licensee shall maintain one or more surveillance rooms with the following minimum requirements:

(a) The surveillance room shall have controlled access and be used solely by the employees of the surveillance department assigned to monitor activities: Provided, That this restriction does not apply to owners or approved supervisory or management personnel.

(b) Commission agents and law enforcement personnel shall be provided immediate access to the surveillance room upon request.

(c) Entrances to surveillance rooms shall not be readily observable from the gaming operation area.

(d) The licensee shall ensure a surveillance employee is present in the surveillance room and monitoring the activities of the operation, via the surveillance room equipment, any time the card room is open to conduct gaming and during the count process: Provided, That the licensee may allow the surveillance room to operate without staff for a period not to exceed thirty minutes per shift for the purpose of routine breaks.

**Surveillance activity log.**

(9) The licensee shall maintain a record of all surveillance activities in the surveillance room. A surveillance log shall be maintained by surveillance personnel and shall include, at a minimum, the following:

- (a) Date and time of surveillance;
- (b) Person initiating surveillance;
- (c) Time of termination of surveillance;
- (d) Summary of the results of the surveillance; and

(e) A record of any equipment or camera malfunctions.

**Employee sign-in log.**

(10) A surveillance room sign-in log shall be maintained to document the time each surveillance employee monitors the card room. The surveillance sign-in log shall be available for inspection at any time by commission staff or law enforcement personnel.

**Labeling and storing video and audio recordings.**

(11) Video and audio recordings shall be marked to denote the activity recorded and retained for a period necessary to afford commission staff or law enforcement personnel reasonable access. The following minimum retention periods apply to recordings:

(a) Recordings shall be retained for a minimum of seven complete gaming days;

(b) Recordings of evidentiary value shall be maintained as requested by commission staff; and

(c) Tapes documenting jackpot payouts over three thousand dollars shall be retained for at least thirty days; and

(d) Commission staff may increase any of the retention requirements noted in this section by notifying the licensee.

**Dispute resolution.**

(12) In the event there is not sufficient clarity due to violations of the above requirements, the burden will be on the licensee to prove any action taken was warranted. Otherwise, all disputes shall be resolved in favor of the player: Provided, That a review by commission staff may be requested if the licensee feels circumstances warrant, for example, cheating has occurred.

[Statutory Authority: RCW 9.46.070. 05-01-023A (Order 438), § 230-40-825, filed 12/2/04, effective 1/2/05; 04-19-070 and 04-19-137 (Order 435 and 435-A), § 230-40-825, filed 9/16/04 and 9/21/04, effective 10/22/04; 03-17-044 (Order 422), § 230-40-825, filed 8/15/03, effective 9/15/03; 03-09-076 (Order 418), § 230-40-825, filed 4/16/03, effective 7/1/03; 01-13-091 (Order 403), § 230-40-825, filed 6/19/01, effective 7/20/01; 00-09-052 (Order 383), § 230-40-825, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-830 Cashier's cage—Requirements—House-banking.** All cash, cash equivalents, and chips related to the operation of card games shall be closely controlled and records maintained documenting receipts and disbursements. Licensees shall maintain a cashier's function whose responsibility shall be to secure and account for all chips and monies in the card room portion of the premises. At a minimum, the following restrictions and procedures apply:

**Location.**

(1) There shall be on or immediately adjacent to the gaming floor a physical structure known as the cashier's cage (cage) to house the cashiers and to serve as the central location for, at a minimum, the following:

(a) The custody of the cage inventory comprising currency, coin, patron checks, gaming chips, forms, documents and records normally associated with the operation of a cage;

(b) The approval of patron checks for the purpose of gaming;

(c) The receipt and distribution of gaming chips from the gaming table and the redemption of gaming chips from

patrons. The purchase of gaming chips by patrons shall only occur at the gaming table: Provided, That licensees operating both house-banked and nonhouse-banked games may sell chips for use in poker games through an imprest window bank located within the cashier's cage, or another location approved by commission staff; and

(d) Such other functions normally associated with the operation of a cage.

#### **Design and structure.**

(2) The cage shall be designed, constructed and operated to provide maximum security and accountability for funds including, at a minimum, the following:

(a) An enclosed structure except for openings through which items such as gaming chips, checks, cash, records, and documents can be passed to service the public and gaming tables;

(b) Manually triggered silent alarm systems connected directly to the surveillance rooms of the closed circuit television system or an alarm monitoring agency;

(c) Access shall be through a locked door, which shall have closed circuit television coverage which is monitored by the surveillance department.

#### **Entry into the cage.**

(3) Entry to the cage shall be limited to authorized personnel. The gaming operation department shall place on file with the accounting department the names of all persons authorized to enter the cage, those who possess the combination or the keys or who control the mechanism to open the locks securing the entrance to the cage, and those who possess the ability to operate the alarm systems.

#### **Entry/exit log.**

(4) A log shall be maintained documenting all persons entering the cashier's cage. The log must contain the person's name, title, time entering and exiting, and date of entry.

#### **Cage not required.**

(5) Licensees not offering house-banked card games shall not be required to meet the above requirements: Provided, That licensees shall maintain a system for securing and properly accounting for all gaming chips and moneys.

[Statutory Authority: RCW 9.46.070. 01-13-091 (Order 403), § 230-40-830, filed 6/19/01, effective 7/20/01; 00-09-052 (Order 383), § 230-40-830, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-833 Cashier's bank and minimum bankroll—House-banking.** All card room licensees with house-banked card games or player-supported jackpots shall maintain sufficient funds to meet all cash out and prize payout requirements.

(1) All assets for which the cashiers are responsible shall be maintained on an imprest basis. This requires funds to be replenished on a regular basis by exactly the amount of expenditures from the cage less the amount of funds added. Expenditures shall be reviewed by a supervisor of the accounting department before replenishment: Provided, That licensees demonstrating the ability to control cage activity

can request commission staff approval to operate on a float basis as an alternative procedure.

(2) The licensee shall have sufficient cash on hand to redeem all chips and payout all prizes: Provided, That payments of prizes may be paid by check as long as sufficient funds are available on deposit in accordance with WAC 230-40-608 and 230-40-808.

(3) Failure to maintain funds to cash in chips, pay prizes, or redeem gaming related checks shall be prima facie evidence of fraud.

[Statutory Authority: RCW 9.46.070. 01-13-091 (Order 403), § 230-40-833, filed 6/19/01, effective 7/20/01; 00-09-052 (Order 383), § 230-40-833, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-835 Accounting controls for cashier's cage.** Licensees required to maintain a cashier's cage shall adhere to the following controls to ensure proper accountability for funds. The following restrictions and procedures apply to cashiers and the cage:

(1) Cashiers shall be responsible for at least the following functions:

(a) Receive cash, checks, and gaming chips from patrons for check consolidations, total or partial redemptions or substitutions;

(b) Receive gaming chips from patrons in exchange for cash;

(c) Receive traveler's checks and other cash equivalents (including money orders, certified checks, and cashier's checks) from patrons in exchange for currency or coin;

(d) Receive documentation with signatures thereon, required to be prepared for the effective segregation of functions in the cashier's cage;

(e) Receive from security department personnel, chips and coins removed from gaming tables in exchange for the issuance of a credit;

(f) Receive from security department members, requests for fills in exchange for the issuance of a fill slip and the disbursement of gaming chips;

(g) Receive cash or chips from the count room;

(h) At the end of each shift, the cashiers assigned to the outgoing shift shall count each cage inventory item and record on a cashier's count sheet the face value of each inventory item and the total of the opening and closing inventories. The total closing inventory shall be reconciled with the total opening inventory;

(i) Prepare the overall cage reconciliation and accounting records; and

(j) Perform such other functions as necessary to ensure proper accountability of funds and chips consistent with these standards.

(2) Signatures attesting to accuracy shall, at a minimum, be contained on the following:

(a) Cashier's count sheet; and

(b) Cage inventory countsheet, which includes the signatures of the cashiers assigned to the incoming and outgoing shifts.

(3) At the conclusion of the daily gaming activity, copies of the cashier's count sheet, cage inventory count sheet and related documentation shall be forwarded to the accounting department for agreement of opening and closing inventories,

and agreement of amounts thereon to other forms, records and documentation for recording of transactions.

[Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-40-835, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-840 Drop boxes—House-banking—Drop box collection method.** All card room licensees operating house-banked card games or collecting fees utilizing the drop box collection method (WAC 230-40-050) shall use a drop box. Drop boxes shall be constructed and controlled in a manner to provide security of contents and shall meet the following requirements and procedures:

**Drop box requirements.**

(1) Each gaming table shall have attached to it a metal container known as a "drop box" into which all cash, duplicate fill slips and credit slips, request for fills, request for credits, and table inventory forms shall be deposited.

(2) Each drop box shall have the following:

*Box lock.*

(a) A lock securing the contents. The key to this lock shall be maintained and controlled by the accounting department;

*Table lock.*

(b) A separate lock securing the drop box to the gaming table. This lock shall be keyed differently from the lock securing the contents of the drop box. The key utilized to unlock this lock shall be maintained and controlled by the security department;

*Opening on box.*

(c) An opening through which currency, coins, chips, forms, records and documents can be inserted into the drop box;

*Labeling drop boxes.*

(d) Permanently imprinted or impressed thereon and clearly visible, a number corresponding to a permanent number on the gaming table to which it is attached and a marking to indicate the game. The shift shall also be included if drop boxes are removed from tables more than once during an operating day: Provided, That emergency drop boxes may be maintained without such number or marking, if the word "emergency" is permanently imprinted or impressed thereon, and when put into use, are temporarily marked with the number of the gaming table and identification of the game and shift.

**Transportation to the count room.**

(3) All drop boxes removed from the gaming tables shall be transported directly to the count room and secured by one security department member and one employee of the gaming operation department: Provided, That licensees not required to maintain a count room shall transport drop boxes directly to the count area using the supervisor or the supervisor's designee for the transport: Provided further, That a licensee may utilize the count team members to pull and transport the drop boxes to the count room for the count process,

(2007 Ed.)

if conducted under the supervision of security when the gaming operation is closed and the card room entrances/exits are locked.

**Storing drop boxes in count room.**

(4) All drop boxes not attached to a gaming table shall be stored in the count room in an enclosed storage cabinet or trolley and secured in such cabinet or trolley by two separately keyed locks. The key to one lock shall be maintained and controlled by the security department and the key to the other lock shall be maintained and controlled by the gaming operation department.

**Storing drop boxes on gaming tables.**

(5) Drop boxes, when not in use during a shift, may be stored on the gaming tables if the entire area is covered by taped surveillance.

[Statutory Authority: RCW 9.46.070. 01-13-091 (Order 403), § 230-40-840, filed 6/19/01, effective 7/20/01; 00-09-052 (Order 383), § 230-40-840, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-845 Procedures for exchange of checks submitted by gaming patrons at cashier's cage.** In addition to the requirements set forth in WAC 230-12-053, checks submitted to the cashier's cage are subject to the following restrictions and procedures:

(1) All checks sought to be exchanged at the cashiers' cage shall be presented directly to the cashier who shall:

- (a) Restrictively endorse the check "for deposit only" to the licensee's bank account;
- (b) Initial the check;
- (c) Date and time stamp the check;
- (d) Verify that the patron is not listed on the returned check log;

(e) Immediately exchange the check for currency and coin in an amount equal to the amount for which the check is drawn less any applicable fees; and

(f) Forward all patron checks to the main bank cashier.

(2) Prior to acceptance of a traveler's check from a patron, the cashier shall:

- (a) Require the patron to countersign the traveler's check in his or her presence;
- (b) Compare the countersignature with the original signature on the traveler's check;
- (c) Examine the traveler's check for any other signs of tampering, forgery or alteration; and
- (d) Perform any other procedures that the issuer of the traveler's check requires in order to indemnify the acceptor against loss.

(3) Prior to the acceptance of any check from a patron, the cashier shall examine that patron's identification to confirm the patron's identity.

(4) All checks received shall be deposited in the licensee's bank account within two banking days after receipt: Provided, That checks deposited within two days to an armored car service shall meet this requirement.

(5) All checks dishonored by a bank (returned checks) shall be returned directly to, and controlled by, accounting department employees: Provided, That if a collection agency is used which maintains dishonored checks, a photocopy of the check shall be sufficient.

(6) Records of all returned checks shall be maintained by accounting department employees and shall be available to cashiers. Such records shall include, at a minimum, the following:

- (a) The date of the check;
- (b) The name of the drawer of the check;
- (c) The amount of the check;
- (d) The date(s) the check was dishonored; and
- (e) The date(s) and amount(s) of any collections received on the check after being returned by a bank.

(7) If a check is dishonored, the name of the person who submitted the check shall be kept in a log and available to the cashier. Such person shall be prohibited from submitting additional checks until the amount owed is paid in full: Provided, That a check dishonored by a bank may be immediately redeposited if there is sufficient reason to believe the check will be honored the second time.

[Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-40-845, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-850 Procedures for purchasing gaming chips.** The purchase of gaming chips by patrons shall be conducted in a manner to ensure proper accountability of chips and cash. The following restrictions and procedures apply:

- (1) Gaming chips shall only be purchased at the gaming table;
- (2) The cash shall be spread on the top of the gaming table by the dealer in a manner that allows the patron, floor supervisor, and surveillance a full view of the transaction;
- (3) The amount of cash shall be announced by the dealer accepting it in a tone of voice to be heard by the patron who presented the cash and the floor supervisor specifically assigned to the gaming table. All cash changes of one hundred dollars or more shall be verified by the supervisor;
- (4) Prior to giving gaming chips to the patron, the dealer shall prove each denomination of chips in a manner that discloses the number of chips to the patron, floor supervisor, and surveillance. Procedures for proving chips shall be included in the licensee's approved system of internal controls; and
- (5) Immediately after gaming chips, equivalent to the cash amount paid by the patron, have been given to the patron, the cash shall be taken from the top of the gaming table and placed by the dealer into the drop box attached to the gaming table.

[Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-40-850, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-855 Acceptance of tips from patrons for house-banked activities.** Licensees may allow selected employees to accept tips from patrons. If allowed, tips shall be controlled in a manner to ensure they are only received by authorized persons, properly accounted for, and maintained separate from all other gaming funds. The following restrictions and procedures apply:

- (1) No employee directly concerned with management, supervision, accounting, security, or surveillance shall solicit, accept or otherwise share any tip originating from any player or patron: Provided, That cage cashiers shall be allowed to accept tips.
- (2) Each licensee shall establish procedures necessary to ensure that the acceptance of tips by dealers is observed by

the floor supervisor and surveillance. Procedures shall include an overt display of tips received, such as tapping the table with the tip prior to placing it in the tip container.

(3) Tips to the cashier shall be deposited directly into the tip container by the patron. Cashier tip containers shall be located outside the cage enclosure.

(4) Tips received shall be retained by employees or pooled among employees in such manner as determined by the licensee.

(5) Licensees shall establish and implement procedures for the proper accounting of tips received by authorized card room employees. The procedures shall be fully documented in the licensee's internal controls and shall describe in detail any methods used to allocate tips. Accounting and recording of tip income shall be in sufficient detail to meet federal income tax requirements.

[Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-40-855, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-860 Table inventories and procedures for opening tables for house-banked card games.** Procedures shall be established to ensure proper accountability of gaming chips and coins stored at gaming tables and for beginning play at such tables. The following restrictions and procedures apply:

#### **Removing and adding table inventory.**

(1) Whenever a gaming table is opened for gaming, operations shall commence with an amount of gaming chips and coins to be known as the "table inventory" and the licensee shall not cause or permit gaming chips or coins to be added to or removed from such table inventory during the gaming day except:

- (a) In exchange for cash from patrons;
- (b) In payment of winning wagers and collection of losing wagers made at such gaming table;
- (c) In exchange for gaming chips received from a patron having an equal aggregate face value; and
- (d) In conformity with procedures set forth in WAC 230-40-865 and 230-40-870.

#### **Storing containers and inventory slips.**

(2) Each table inventory and the table inventory slip prepared in conformity with the procedures set forth in WAC 230-40-875 shall be stored during nongaming hours in a separate locked, clear container which shall be clearly marked on the outside with the game and the gaming table number to which it corresponds. The information on the table inventory slip shall be visible from the outside of the container. All containers shall be stored in the cashier's cage during nongaming hours: Provided, That containers may be secured at the gaming table if under recorded surveillance.

#### **Keys to locked containers.**

(3) The keys to table inventory containers shall be maintained and controlled by the gaming operation department in a secure place and shall at no time be made accessible to any cashier's cage personnel or to any person responsible for transporting such table inventories to or from the gaming tables.

**Opening tables for play.**

(4) Licensees shall abide by the following procedures when opening gaming tables for play:

(a) The locked container securing the table inventory and the table inventory slip shall be unlocked by the gaming operation supervisor assigned to such table;

(b) A dealer assigned to the gaming table shall prove the contents of the container in the presence of the gaming operation supervisor assigned to such table and shall compare the count to the "opener," as defined in WAC 230-40-875, removed from the container. The procedures used to prove the chip and coin inventory shall be set forth in the licensee's internal controls;

(c) Signatures attesting to the accuracy of the information on the opener shall be placed on such "opener" by the dealer assigned to the table and the gaming operation supervisor that observed the dealer count the contents of the container;

(d) Any discrepancy between the amount of gaming chips and coins counted and the amount of the gaming chips and coins recorded on the "opener," shall be immediately reported to the gaming operation manager, assistant gaming operation manager, or gaming operation shift manager in charge at such time. The manager in charge shall complete the notification of error slip, which will be verified by security and transported to accounting or the cashier's cage. Accounting will maintain a copy in the log containing the notification of error slips. The licensee shall notify commission staff within twenty-four hours of errors of two hundred dollars or more or if there is a pattern relating to regular shortages;

(e) After the count of the contents of the container and the signing of the "opener," such slip shall be immediately deposited in the drop box attached to the gaming table by the dealer.

[Statutory Authority: RCW 9.46.070. 03-09-076 (Order 418), § 230-40-860, filed 4/16/03, effective 7/1/03; 00-09-052 (Order 383), § 230-40-860, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-865 Distributing chips and coins to tables—Requests and fills—House-banking.** Gaming chips and coins shall only be distributed to gaming tables with adequate security and in a manner that ensures proper control and accountability. The following restrictions and procedures apply:

**Fill slip.**

(1) Each "fill slip" shall be serially prenumbered three-part forms, which provide an original and duplicate copies as necessary: Provided, That the director may authorize use of a computer based accounting system which includes a nonrepeating sequential numbering system that is consistent with the controls and safeguards of the manual system. Requests for fills shall be a two-part form which provides an original and duplicate copy. These forms shall be controlled in the following manner:

(a) Each series of fill slips received by a licensee shall be controlled and accounted for separately;

(b) Request for fills shall be secured in such a manner that only a gaming operations supervisor has access;

(2007 Ed.)

(c) Fill slips shall be secured by the cashier's cage;

(d) These forms shall be used in sequential order and all forms accounted for; and

(e) The preparer shall void forms that have errors by marking "VOID" on both the original and duplicate copies and sign the form.

**Request for fill.**

(2) A "request for fill" shall be prepared by the gaming operation supervisor to authorize the cage to prepare a "fill slip" for the distribution of chips and coins to gaming tables. The original and duplicate of the request for fill shall include the following entries:

(a) The date, time, and shift of preparation;

(b) The denomination of gaming chips or coins to be distributed to the gaming tables;

(c) The total amount of each denomination of gaming chips or coins to be distributed to the gaming tables;

(d) The game and table number to which the gaming chips or coins are to be distributed;

(e) The signature of the gaming operation supervisor; and

(f) The signature of the security department employee that distributed the chips and coins.

**Transporting requests.**

(3) After preparation of the request for fill, the original of such request shall be transported directly to the cashier's cage by security.

**Duplicate copies of the request.**

(4) The duplicate copy of the request for fill shall be placed by the dealer or floor supervisor in public view on the gaming table to which the gaming chips or coins are to be received. Such duplicate copy shall not be removed until the chips and coins are received, at which time the request for fill and fill slip are deposited in the drop box.

**Fill slip procedures.**

(5) A fill slip shall be prepared by a cashier whenever gaming chips or coins are distributed to the gaming tables from the cashier's cage. The following procedures and requirements shall be observed with regard to fill slips:

(a) Each series of fill slips shall be in triplicate form to be kept in a locked dispenser that will permit an individual fill slip in the series and its copies to be written upon simultaneously while still located in the dispenser, and that will discharge the original and duplicate while the triplicate remains in a continuous, unbroken form in the dispenser: Provided, That if a computer system is used, which includes a nonrepeating sequential numbering system, the controls and safeguards of the manual system must be present; and

(b) Access to the triplicate copy of the form shall be maintained and controlled at all times by an accounting department employee responsible for controlling and accounting for the unused supply of fill slips, placing fill slips in the dispensers, and removing from the dispensers, each day, the triplicate copies remaining therein: Provided, That access will be permitted to an employee of the security

department for the sole purpose of clearing any paper jams in the dispenser.

**Information to be recorded on fill slip.**

(6) On the original, duplicate, and triplicate copies of the fill slip, the preparer shall record, at a minimum, the following information:

(a) The denomination of the gaming chips or coins being distributed;

(b) The total amount of each denomination of gaming chips or coins being distributed;

(c) The total amount of all denominations of gaming chips or coins being distributed;

(d) The game and table number to which the gaming chips or coins are being distributed;

(e) The date and shift during which the distribution of gaming chips or coins occurs; and

(f) The signature of the preparer.

(7) Upon preparation, the time of preparation of the fill slip shall be recorded, at a minimum, on the original and the duplicate.

**Employee verification.**

(8) All gaming chips or coins distributed to the gaming tables from the cashier's cage shall be transported directly by a security department employee. This employee shall verify the request for fill to the amount of the fill slip and sign the original of the request for fill, which is maintained at the cashier's cage, before transporting the gaming chips or coins and the original and duplicate of the fill slip for signature.

**Signatures required on fill slips.**

(9) Signatures attesting to the accuracy of the information contained on the original and duplicate of the fill slips shall, at a minimum, be those of the following personnel at the following times:

(a) The cashier upon preparation;

(b) The security department employee transporting the gaming chips or coins to the gaming table upon receipt from the cashier of gaming chips or coins;

(c) The dealer assigned to the gaming table upon receipt; and

(d) The gaming operation supervisor assigned to the gaming table upon receipt of the gaming chips or coins at such table.

**Transporting chips and coins.**

(10) Upon meeting the signature requirements, the security department employee that transported the gaming chips or coins and the original and duplicate copies of the fill slip to the table, shall observe the following:

(a) The dealer shall immediately place the duplicate fill slip and duplicate request for fill in the drop box attached to the gaming table to which the gaming chips or coins were transported; and

(b) The security department employee shall then return the original fill slip to the cashier's cage where the original fill slip and request for fill shall be maintained together and controlled by cage employees.

**VOID procedures.**

(11) The original and duplicate "VOID" fill slips, the original request for fill, and the original fill slip shall be forwarded as follows:

(a) The count team, as described in WAC 230-40-885(2), for agreement with the duplicate copy of the fill slip and duplicate copy of the request for fill removed from the drop box after which the original and duplicate copy of the request for fill and the original and duplicate copy of the fill slip shall be forwarded to the accounting department for agreement, on a daily basis, with the triplicate; or

(b) The accounting department for agreement, on a daily basis, with the duplicate fill slip and duplicate copy of the request for fill removed from the drop box and the triplicate.

**Transferring chips.**

(12) Transfers of gaming chips from one gaming table to another gaming table is prohibited. All transfers of gaming chips shall be to the cashier's cage.

[Statutory Authority: RCW 9.46.070. 01-13-091 (Order 403), § 230-40-865, filed 6/19/01, effective 7/20/01; 00-09-052 (Order 383), § 230-40-865, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-870 Removing chips and coins from tables—Requests and credits—House-banking.** All transfers of gaming chips and coins shall be closely controlled and documented in a manner that ensures accountability. Gaming chips and coins shall only be removed from gaming tables with adequate security. The following restrictions and procedures apply:

**Credit slip.**

(1) Each "credit slip" shall be serially prenumbered three-part forms, which provide an original and duplicate copies as necessary: Provided, That the director may authorize use of a computer based accounting system which includes a nonrepeating sequential numbering system that is consistent with the controls and safeguards of the manual system. Requests for credits shall be a two-part form which provides an original and duplicate copy. These forms shall be controlled in the following manner:

(a) Each series of credit slips received by a licensee shall be controlled and accounted for separately;

(b) Request for credits shall be secured in such a manner that only a gaming operations supervisor has access;

(c) Credit slips shall be secured by the cashier's cage;

(d) These forms shall be used in sequential order and all forms accounted for; and

(e) The preparer shall void forms that have errors by marking "VOID" on both the original and duplicate copies and sign the form.

**Request for credit.**

(2) A "request for credit" shall be prepared by the gaming operation supervisor to authorize the cage to prepare a credit slip for the removal of gaming chips and coins to the cashier's cage. The original and duplicate of the request for credit shall include the following entries:

(a) The date, time and shift of preparation;

- (b) The denomination of gaming chips or coins to be removed from the gaming table;
- (c) The total amount of each denomination of gaming chips or coins to be removed from the gaming table;
- (d) The game and table number from which the gaming chips or coins are to be removed; and
- (e) The signature of the gaming operation supervisor and dealer assigned to the gaming table from which gaming chips or coins are to be removed.

#### **Employee verification.**

(3) Immediately upon preparation of a request for credit and transfer of gaming chips or coins to a security department employee, a gaming operation supervisor shall obtain on the duplicate copy of the request for credit the signature of the security department member to whom the gaming chips and coins were transferred. The dealer shall place the duplicate copy in public view on the gaming table from which the gaming chips or coins were removed. Such request for credit shall not be removed until a credit slip is received from the cashier's cage at which time the request for credit and credit slip are deposited in the drop box.

#### **Transporting requests.**

(4) The original of the request for credit and the gaming chips or coins removed from the gaming table shall be transported directly to the cashier's cage by the security department employee.

#### **Credit slip procedures.**

(5) A credit slip shall be prepared by the cashier whenever gaming chips or coins are removed from the gaming tables to the cashier's cage. The following procedures and requirements shall be observed with regard to credit slips:

- (a) Each series of credit slips shall be a three-part form and shall be inserted in a locked dispenser that will permit an individual slip in the series and its copies to be written upon simultaneously while still locked in the dispenser, and that will discharge the original and duplicate while the triplicate remains in a continuous, unbroken form in the dispenser: Provided, That if a computer system is used, which includes a nonrepeating sequential numbering system, the controls and safeguards of the manual system must be present; and
- (b) Access to the triplicate copy shall be maintained and controlled at all times by an accounting department employee responsible for controlling and accounting for the unused supply of credit slips, placing credit slips in the dispensers, and removing from the dispensers, each day, the triplicates remaining therein: Provided, That access will be permitted to an employee of the security department for the sole purpose of clearing any paper jams in the dispenser.

#### **Information to be recorded on credit slip.**

- (6) On the original, duplicate and triplicate copies of a credit slip, the preparer shall record, at a minimum, the following information:
- (a) The denomination of the gaming chips or coins removed from the gaming table to the cashier's cage;

- (b) The total amount of each denomination of gaming chips or coins removed from the gaming table to the cashier's cage;
- (c) The total amount of all denominations of gaming chips or coins removed from the gaming table to the cashier's cage;
- (d) The game and table number from which the gaming chips or coins were removed;
- (e) The date and shift during which the removal of gaming chips or coins occurs; and
- (f) The signature of the preparer.
- (7) Upon preparation, the time of preparation of the credit slip shall be recorded, at a minimum, on the original and duplicate copy.

#### **Signatures required on credit slips.**

- (8) Signatures attesting to the accuracy of the information contained on the original and the duplicate copy of a credit slip shall be, at a minimum, the following personnel at the following times:
  - (a) The cage cashier upon preparation;
  - (b) The security department employee transporting the gaming chips or coins to the cashier's cage upon presentation to the cashier;
  - (c) The dealer assigned to the gaming table upon receipt at such table from the security department employee; and
  - (d) The gaming operation supervisor assigned to the gaming table upon receipt at such table.

#### **Transporting chips and coins.**

- (9) Upon meeting the signature requirements, the security department employee transporting the original and duplicate copies of the credit slip to the gaming table, shall observe the following:
  - (a) The dealer shall immediately place the duplicate copies of the credit slip and request for credit in the drop box attached to the gaming table from which the gaming chips or coins are removed; and
  - (b) The security department employee shall expeditiously return the original credit slip to the cashier's cage where the original of the credit slip and request for credit shall be maintained together and controlled by cage employees.

#### **VOID procedures.**

- (10) The original and duplicate copies of "VOID" credit slips, and the original request for credit and credit slip shall be forwarded to:
  - (a) The count team, as described in WAC 230-40-885(2), for agreement with the duplicate credit slip and the duplicate request for credit removed from the drop box, after which the request for credit and the original and duplicate credit slip shall be forwarded to the accounting department for agreement, on a daily basis, with the triplicate; or
  - (b) The accounting department for agreement, on a daily basis, with the duplicate copies of the credit slip and request for credit removed from the drop box and the triplicate.

[Statutory Authority: RCW 9.46.070, 01-13-091 (Order 403), § 230-40-870, filed 6/19/01, effective 7/20/01; 00-09-052 (Order 383), § 230-40-870, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-875 Closing gaming tables—House-banking.** Procedures shall be followed for closing gaming tables that ensure proper accountability of gaming chips and coins. The following restrictions and procedures apply:

**Counting chips and coins.**

(1) Whenever the gaming activity at each gaming table is concluded for the day, the gaming chips and coins shall be counted by the dealer assigned to the gaming table and observed by a gaming operation supervisor. The entire count and closure process shall be monitored and recorded by the surveillance department.

**Recording the count.**

(2) The gaming chips and coins counted shall be recorded on a table inventory slip by the gaming operation supervisor assigned to the gaming table.

**Table inventory slips.**

(3) Table inventory slips shall be three-part serially pre-numbered forms and on the original of the slip (closer), the duplicate of the slip (opener), and on the triplicate, which is maintained and controlled by security, the gaming operation supervisor shall record the following:

- (a) The date and identification of the shift ended;
- (b) The game and table number;
- (c) The total value of each denomination of gaming chips and coins remaining at the tables; and
- (d) The total value of all denominations of gaming chips and coins remaining at the gaming tables.

**Verification signatures.**

(4) Signatures attesting to the accuracy of the information recorded on the table inventory slips at the time of closing the gaming tables shall be of the dealer and the gaming operation supervisor assigned to the gaming table who observed the dealer count the contents of the table inventory.

**Distributing table inventory slips.**

- (5) Upon meeting the signature requirements:
  - (a) The closer shall be deposited in a drop box attached to the gaming table immediately prior to the closing of the table;
  - (b) The opener and the gaming chips and coins remaining at the table shall be placed in a clear container provided for that purpose after which the container shall be locked; and
  - (c) The triplicate copy of the table inventory slip shall be forwarded to the accounting department by a security department employee.

**VOID procedures.**

(6) In the event the closer is voided, the preparer shall void this form by writing the word "VOID" on all copies of the form. All copies of the form shall then be forwarded to the accounting department.

(7) At the end of each gaming day, if the locked containers are transported to the cashier's cage, a cage cashier shall determine that all locked containers have been returned to the cage and adequately secured or, if the locked containers are

secured to the gaming table, a gaming operation supervisor shall account for all the locked containers.

**Removing drop boxes from tables.**

(8) In the event drop boxes are removed from gaming tables at other than the close of the gaming day, they shall be removed at a shift change. A table inventory slip shall be prepared as required above with the incoming and outgoing supervisor verifying the inventory and signing.

[Statutory Authority: RCW 9.46.070. 03-09-076 (Order 418), § 230-40-875, filed 4/16/03, effective 7/1/03; 01-13-091 (Order 403), § 230-40-875, filed 6/19/01, effective 7/20/01; 00-09-052 (Order 383), § 230-40-875, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-880 Count room requirements.** All card room licensees offering house-banked card games or utilizing drop boxes for the collection of game fees or wagers shall be required to maintain a secured area for the counting of gaming chips, coin, and currency. The following requirements, restrictions, and procedures apply:

(1) There shall be a room specifically designated for counting the contents of drop boxes, which shall be known as the "count room": Provided, That licensees not offering house-banked card games shall not be required to maintain a count room for counting the contents of drop boxes if they have another secure location and they meet all other commission requirements for surveillance and counting procedures.

(2) The count room shall be a fully enclosed room with only one entry designed and constructed to provide maximum security for the materials housed therein and for the activities conducted therein, to include at a minimum, the following:

(a) A door equipped with at least one lock securing the count room door, the key or combination to which shall be maintained and controlled by the security department. If a double locking system is used, the gaming operation department shall maintain a second key;

(b) The gaming operation department or security department shall establish a sign-out procedure for all keys removed from the security department; and

(c) An alarm device connected to the entrance of the count room in such a manner as to cause a signaling to the surveillance employees of the closed circuit television system whenever the door to the count room is opened.

(3) The following shall be located within the count room:

(a) A table constructed of clear glass or similar material with a base that does not obstruct viewing for the emptying, counting, and recording of the contents of the drop boxes which shall be known as the "count";

(b) Closed circuit television cameras and microphones that are capable of, but not limited to, the following:

(i) Effective and detailed video and audio monitoring of the entire count process; and

(ii) Effective, detailed video-monitoring of the count room and all contents, including storage cabinets or trolleys used to store drop boxes.

(c) The licensee shall post a sign within the count room or at the entrance disclosing that audio recordings within the count room are being conducted at all times.

(4) A count room sign-in log shall be maintained by the licensee as prescribed by the commission.



[Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-40-880, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-885 Count procedures—House-banking.** Card rooms that offer house-banked card games shall ensure the contents of drop boxes are counted and recorded in a manner that ensures the proper accountability of all gaming chips, coins, and currency. The following restrictions and procedures apply:

**Notification of count.**

(1) The security department shall notify the surveillance department whenever the contents of drop boxes removed from gaming tables are to be counted and recorded, which, at a minimum, shall be once each gaming day.

**Count team members.**

(2) The opening, counting and recording of the contents of drop boxes shall be performed in the presence of and by those employees assigned by the gaming operation department for the conduct of the count. The count team must consist of three employees who shall not be in a position to perpetrate or conceal errors or irregularities in the normal course of his or her duties. Anyone both recording transactions and having access to the relevant assets is in a position to perpetrate errors or irregularities.

**Securing the count room.**

(3) Immediately prior to the opening of the drop boxes, the doors to the count room shall be securely locked and except as otherwise authorized, no person shall be permitted to enter or leave the count room, except during a normal work break or in an emergency, until the entire counting, recording, and verification process is completed.

**Video and audio recording of the count.**

(4) Immediately prior to the commencement of the count, one count team member shall notify the person assigned to the closed circuit television surveillance room in the establishment that the count is about to begin, after which such person shall make a video and audio recording of the entire counting process.

**Count procedures.**

(5) Contents of drop boxes shall not be mixed prior to counting and recording of each drop box. Procedures and requirements for conducting the count shall be the following:

(a) As each drop box is placed on the count table, one count team member shall announce, in a tone of voice to be heard by all persons present and to be recorded by the audio recording device, the game, table number, and shift marked thereon;

(b) The contents of each drop box shall be emptied and counted separately on the count table;

(c) Immediately after the contents of a drop box are emptied onto the count table, the inside of the drop box shall be held up to the full view of a closed circuit television camera, and shall be shown to at least one other count team member to confirm that all contents of the drop box have been removed, after which the drop box shall be locked and placed in the storage area for drop boxes;

(d) The contents of each drop box shall be segregated by a count team member into separate stacks on the count table by denominations of coin and currency and by type of form, record or document;

(e) Each denomination of coin and currency shall be counted separately, either manually or mechanically, by at least two count team members who shall place individual bills and coins of the same denomination on the count table in full view of the closed circuit television cameras, and such count shall be observed and the accuracy confirmed orally or in writing, by at least one other count team member;

(f) As the contents of each drop box is counted, one count team member shall record or verify on a master game report, by game, table number, and shift, the following information:

(i) The total amount of currency and coin counted, also known as the "drop";

(ii) The amount of the opener;

(iii) The amount of the closer;

(iv) The serial number and amount of each fill slip;

(v) The total amount of the fill;

(vi) The serial number and amount of each credit slip;

(vii) The total amount of all credit slips; and

(viii) The game win or loss.

(g) After the contents of each drop box have been counted and recorded, one member of the count team shall record by game and shift, on the master game report, the total amounts of currency and coin, table inventory slips, fill slips and credit slips counted, and win or loss, together with such additional information as may be required on the master game report by the licensee;

(h) Notwithstanding the requirements of (f) and (g) of this subsection, if the licensee's system of accounting and internal controls provides for the recording on the master game report of fill slips, credit slips, and table inventory slips by cage cashiers prior to the commencement of the count, a count team member shall compare the serial numbers and totals of the amounts recorded thereon to the fill slips, credit slips, and table inventory slips removed from the drop boxes: Provided, That the accounting department may complete the win/loss portions independently from the count team, if properly documented in the approved internal controls; and

(i) After completion and verification of the master game report, each count team member shall sign the report attesting to the accuracy of the information recorded thereon.

**Concluding the count.**

(6) Procedures and requirements at the conclusion of the count for each gaming shift shall be the following:

(a) All cash removed from each drop box after the initial count shall be presented in the count room by a count team member to a cashier who, prior to having access to the information recorded on the master game report and in the presence of the count team, shall recount, either manually or mechanically, the cash received;

(b) The top copy of the master game report, after signing, and the request for fills, the fill slips, the request for credits, the credit slips, and the table inventory slips removed from drop boxes, shall be transported directly to the accounting department and shall not be available to any cashier's cage personnel; and

(c) If the licensee's system of accounting and internal controls does not provide for the forwarding from the cashier's cage of the duplicate of the fill slips, credit slips, request for credits, request for fills, such documents recorded or to be recorded on the master game report shall be transported from the count room directly to the accounting department.

#### Accounting.

(7) The originals and copies of the master game report, request for fills, fill slips, request for credits, credit slips and table inventory slips shall on a daily basis, in the accounting department be:

- (a) Compared for agreement with each other, on a test basis, by persons with no recording responsibilities and, if applicable, to triplicates or stored data;
- (b) Reviewed for the appropriate number and propriety of signatures on a test basis;
- (c) Accounted for by series numbers, if applicable;
- (d) Tested for proper calculation, summarization, and recording;
- (e) Subsequently recorded; and
- (f) Maintained and controlled by the accounting department.

[Statutory Authority: RCW 9.46.070. 01-13-091 (Order 403), § 230-40-885, filed 6/19/01, effective 7/20/01; 00-09-052 (Order 383), § 230-40-885, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-890 Signatures—Requirements.** Each transfer of cash, coins, or chips shall be documented and verified by signatures of individuals responsible for applicable records. A record of authorized signatures shall be maintained for all employees of a house-banked card room authorized to approve transfers of cash, coin, or chips. The following restrictions and operating procedures apply to licensees conducting house-banked card games:

- (1) Signatures shall:
  - (a) Be, at a minimum, the signer's first initial and last name, i.e., "B. Smith";
  - (b) Be immediately adjacent to, or above, the clearly printed or preprinted title of the signer and his or her employee number; and
  - (c) Signify that the signer has prepared forms, records, and documents, and/or is authorized to a sufficient extent to attest to the accuracy of the information recorded thereon, in conformity with these standards and the licensee's system of accounting and internal control.
- (2) The licensee shall ensure that signature cards are completed for each person who signs or initials forms, records and documents, and shall include samples of signatures and initials of signers. Such signature records shall be prepared in the presence of a member of the accounting department who shall verify the employee's identity by review of a picture identification card. Completed cards shall be maintained in a dated signature card file, sorted by department and listed alphabetically by name. The signature records shall be adjusted on a timely basis to reflect changes of personnel and must be retained for a period of at least one year after employment terminates.
- (3) Signature cards shall be securely stored in the accounting department. A copy of each signature card shall

be maintained in the cashier's cage and be used by cage personnel to verify applicable signatures.

[Statutory Authority: RCW 9.46.070. 00-09-052 (Order 383), § 230-40-890, filed 4/14/00, effective 5/15/00.]

**WAC 230-40-895 Key control—House-banking.** All activities related to the operation of house-banked card games shall be closely monitored and controlled. The following restrictions and operating procedures shall apply for control of card room keys to restrict access to areas by unauthorized card room employees.

#### Specifications.

- (1) Each licensee shall install and maintain key control boxes that meet at least the specifications set forth below:
  - (a) Constructed of metal with a minimum of one keylock mechanism: Provided, That coded key boxes or combination key boxes are permitted;
  - (b) Be attached to a permanent structure without visibility of hardware used to attach the key box;
  - (c) Be tamper proof;
  - (d) Have keys stored therein to be easily identifiable, labeled, and displayed individually in numeric or alphabetic order; and
  - (e) The physical location of key control boxes may be determined by each licensee. The location shall not permit an individual to gain access to a restricted area that he/she would otherwise not be allowed to enter. If key boxes are located in areas where unauthorized individuals have access, that person may only have custody of the key and open the key box in the presence of the key custodian; or while under camera coverage.

#### Access.

- (2) Individual key control boxes shall be maintained by at least four departments including gaming operations, accounting, security, and surveillance. Access to key control boxes shall be limited to the licensed card room employee(s) responsible for overall supervision or management of the operation for which the box is maintained. Keys shall be controlled in the following manner:

#### *Gaming operations department.*

- (a) Keys included in the key control box maintained by the gaming operations department shall include:
  - (i) Key to each pit podium;
  - (ii) Key(s) to drawers and other locking cabinets located in each pit podium;
  - (iii) Key to remove the clear plastic cover from the container used to store gaming chips and secured to the gaming tables;
  - (iv) Key to the second lock on the enclosed storage cabinet or trolley used to store or transport all drop boxes removed from the gaming tables;
  - (v) Key to all upper tier and lower tier jackpot payout boxes included with authorized card games;
  - (vi) Key to all electrical control boxes used to maintain authorized card games; and
  - (vii) Other keys included in the licensee's internal controls and approved by commission staff.

*Security department.*

(b) Keys included in the key control box maintained by security shall include:

- (i) Key to the lock used to secure the count room door;
- (ii) Key utilized to unlock and reset the drop boxes from the gaming tables;
- (iii) Key to the first lock on the enclosed storage cabinet or trolley used to store or transport all drop boxes removed from the gaming tables to the count room;
- (iv) Key to the storage cabinet(s) or other secure facility used to store the card inventory including decks which have not been placed into play and decks removed from play and waiting to be destroyed;
- (v) Key to main entry or access door of the card room; and
- (vi) Other keys included in the licensee's internal controls and approved by commission staff.

*Accounting department.*

(c) Keys included in the key control box maintained by the accounting department shall include:

- (i) Key to the lock securing the contents of the drop boxes;
- (ii) Key to the rear of the locked dispenser used to store the triplicate of the fill/credit slips in a continuous, unbroken form;
- (iii) Key to the door to the cashier's cage;
- (iv) Key to reset the lock to the drop boxes;
- (v) Keys included in the licensee's internal controls and approved by commission staff;
- (vi) Keys maintained by the cashier's cage including:
  - (A) Key(s) to each cashier's window drawer;
  - (B) Key to the chip drawer or fill bank;
  - (C) Key to the vault or safe;
  - (D) Key to the door to the cashier's cage;
  - (E) Key to the front of the locked dispenser used to store the triplicate of the fill/credit slips in continuous, unbroken form;
- (F) Other keys included in the licensee's internal controls and approved by commission staff; and
- (G) Key(s) to the dealer tip boxes.

*Surveillance department.*

(d) Keys included in the key control box maintained by surveillance shall include:

- (i) Key to the room used for clandestine surveillance; and
- (ii) Key to the storage cabinet(s) or locker(s) used to maintain surveillance recordings of evidentiary value or recordings documenting details of jackpot payouts.

*Owner/CEO master key box.*

(e) A master key control box may be maintained with access strictly limited to the owner(s) or chief operating officer responsible for exercising the overall management or authority over all the operations of the card room and may include:

- (i) All spare or extra keys for the areas noted above.
- (ii) Other keys included in the licensee's internal controls and approved by commission staff.

(2007 Ed.)

**Control log.**

(3) Each licensee shall maintain for each key control box, a key control log used to record the issuance of and return of all keys used to control the restricted access areas by card room employees identified. The key control log shall be maintained in the format prescribed by the commission.

**Keys to key control box.**

(4) Keys to secure the contents of each key control box required above shall be strictly controlled as follows.

(a) There shall be one key for each key control box which shall be controlled by the manager of the department for which the key control box is designated. This key shall be distributed to the manager or supervisor in charge and maintained in their possession when gaming is being conducted.

(b) Keys to each key control box will be maintained in a secure manner as approved by commission staff and documented in the licensee's written internal controls.

(c) All spare or duplicate keys to the key control boxes identified above will be maintained in the master key control box and be controlled by the owner(s).

**Electronic key control systems.**

(5) Licensees may utilize electronic key control systems, if reviewed and approved in writing by the director or the director's designee.

**Extra key control box - emergencies only.**

(6) For emergency situations, licensees may maintain an additional key control box which can be accessed on a limited basis to protect the safety of employees. The key control boxes which meet this requirement shall be preapproved by commission staff.

[Statutory Authority: RCW 9.46.070, 03-09-076 (Order 418), § 230-40-895, filed 4/16/03, effective 7/1/03; 01-13-091 (Order 403), § 230-40-895, filed 6/19/01, effective 7/20/01; 00-09-052 (Order 383), § 230-40-895, filed 4/14/00, effective 5/15/00.]

**Chapter 230-46 WAC  
UNLICENSED ACTIVITIES**

**WAC**

230-46-010	Purpose.
230-46-025	Telephone charges—Valuable consideration.
230-46-045	Promotional contests of chance similar to bingo—"No fee bingo."
230-46-070	Punch boards/pull-tabs and pull-tab dispensing devices not to be used in promotional contests—Exception.
230-46-100	Bona fide charitable/nonprofit organizations—Limited social card games without obtaining a license—Conditions.

**DISPOSITION OF SECTIONS FORMERLY  
CODIFIED IN THIS CHAPTER**

230-46-020	Definitions. [Statutory Authority: RCW 9.46.070 (11) and (14), 88-17-050 (Order 182), § 230-46-020, filed 8/16/88. Statutory Authority: RCW 9.46.030(10) and 9.46.070 (14) and (20), 86-08-007 (Order 156), § 230-46-020, filed 3/20/86. Statutory Authority: RCW 9.46.070 (3), (8) and (11), 85-09-040 (Order 149), § 230-46-020, filed 4/15/85.] Repealed by 00-21-068 (Order 391), filed 10/16/00, effective 11/16/00. Statutory Authority: RCW 9.46.070.
230-46-030	Promotional contests—Legality. [Statutory Authority: RCW 9.46.070 (3), (8) and (11), 85-09-040 (Order 149),

- § 230-46-030, filed 4/15/85.] Repealed by 86-07-044 (Order 156), filed 3/17/86.
- 230-46-040 Promotional contests limited to seven days unless optional methods of entry are included. [Statutory Authority: RCW 9.46.070 (3), (8) and (11). 85-09-040 (Order 149), § 230-46-040, filed 4/15/85.] Repealed by 86-07-044 (Order 156), filed 3/17/86.
- 230-46-050 Promotional contests—Admission fee limitation. [Statutory Authority: RCW 9.46.070 (3), (8) and (11). 85-09-040 (Order 149), § 230-46-050, filed 4/15/85.] Repealed by 86-07-044 (Order 156), filed 3/17/86.
- 230-46-060 Valuable consideration—Lotteries prohibited. [Statutory Authority: RCW 9.46.070 (3), (8) and (11). 85-09-040 (Order 149), § 230-46-060, filed 4/15/85.] Repealed by 86-07-044 (Order 156), filed 3/17/86.

**WAC 230-46-010 Purpose.** The Washington state gambling commission deems it to be in the public interest to interpret RCW 9.46.0356 to insure uniformity and fairness to all sponsors of promotional contests of chance. The purpose of these regulations is to notify all sponsors and their affiliates as to what types of promotional contests of chance are legal and not legal in the state of Washington.

[Statutory Authority: RCW 9.46.070. 00-21-068 (Order 391), § 230-46-010, filed 10/16/00, effective 11/16/00; 95-12-051, § 230-46-010, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 9.46.030(10) and 9.46.070 (14) and (20). 86-08-007 (Order 156), § 230-46-010, filed 3/20/86. Statutory Authority: RCW 9.46.070 (3), (8) and (11). 85-09-040 (Order 149), § 230-46-010, filed 4/15/85.]

**WAC 230-46-025 Telephone charges—Valuable consideration.** Any participant required to place a telephone call as a means of entry for a promotional contest of chance, shall not be required to pay any additional charges over and above the actual cost for placing such a call as established by a registered telephone company. Any charges over and above the actual cost of placing the telephone call, such as those associated with a 1-900 number whereby an additional service fee or other charges may be levied, shall be deemed a valuable consideration and beyond the allowable methods of entry authorized by RCW 9.46.0356.

[Statutory Authority: RCW 9.46.070. 00-21-068 (Order 391), § 230-46-025, filed 10/16/00, effective 11/16/00. Statutory Authority: RCW 9.46.0355 and [9.46.070(14). 90-13-022, § 230-46-025, filed 6/11/90, effective 7/31/90.]

**WAC 230-46-045 Promotional contests of chance similar to bingo—"No fee bingo."** Promotional contests of chance, which are similar to bingo and are commonly referred to as "no fee bingo," may be conducted in limited circumstances if all of the following conditions are met:

**Entry fees not allowed.**

(1) Participants may not be charged a direct or indirect fee to participate in the game. Indirect fees include, but are not limited to, cover charges and other similar fees;

**Limit on value of prizes.**

(2) Prizes may only involve merchandise items such as food, nonalcoholic beverages, hats, shirts, or other promotional items valued at less than twenty-five dollars each. No cash prizes may be substituted for merchandise prizes. Prizes cannot exceed one hundred dollars per week, or five thousand dollars per year. Operators shall record the names of winners and prize(s) won for each game;

[Title 230 WAC—p. 188]

**Bingo cards.**

(3) Bingo cards used must be of the type set aside for recreational or noncommercial uses as described in WAC 230-20-192 (6)(a)(iii); and

**Contest time limit.**

(4) The contest shall not be conducted for more than a total of three hours per day, twice per week. Participants shall receive a bingo card immediately prior to the start of each game.

[Statutory Authority: RCW 9.46.070. 00-01-003 (Order 378), § 230-46-045, filed 12/1/99, effective 1/1/00.]

**WAC 230-46-070 Punch boards/pull-tabs and pull-tab dispensing devices not to be used in promotional contests—Exception.** (1) Punch boards/pull-tabs and pull-tab dispensing devices may not be used as a part of any promotional contest of chance as authorized in RCW 9.46.0356. This prohibition shall not apply to promotional game cards which could otherwise qualify as pull-tabs when such game cards meet the following standards. The promotional game cards:

- (a) Are readily distinguishable from any specific pull-tab series or pull-tab type used within the state of Washington;
- (b) Are designed and manufactured for a specific and unique promotional contest of chance;
- (c) Clearly display the name of the sponsoring business or the name of the product(s) being promoted;
- (d) Do not or have never contained a price per play on the card; and
- (e) Each have the official rules of play including the language "no purchase necessary" printed on the back.

(2) Promotional game cards, punch boards/pull-tabs or pull-tab dispensing devices found to be in violation of this prohibition shall be subject to immediate seizure pursuant to RCW 9.46.230.

[Statutory Authority: RCW 9.46.070. 00-21-068 (Order 391), § 230-46-070, filed 10/16/00, effective 11/16/00; 92-22-058, § 230-46-070, filed 10/29/92, effective 11/29/92. Statutory Authority: RCW 9.46.070 (11) and (14). 88-17-050 (Order 182), § 230-46-070, filed 8/16/88.]

**WAC 230-46-100 Bona fide charitable/nonprofit organizations—Limited social card games without obtaining a license—Conditions.** Bona fide charitable or nonprofit organizations may, as defined by RCW 9.46.0209, allow limited social card games to be played upon their premises without obtaining a license under the conditions set out below:

(1) Only bona fide members of the organization and members of a chapter or unit organized under the same state, regional, or national chapter who are players, as defined by RCW 9.46.0265, are allowed to participate;

(2) No person is, directly or indirectly, charged a fee to participate;

(3) Only bona fide members of the organization and members of a chapter or unit organized under the same state, regional, or national charter, who are not compensated for such services, are permitted to perform any work or service in support of such card games;

(4) The types of card games played are limited to the following: Provided, That a charitable or nonprofit organization may petition the director for approval of additional games on a case-by-case basis, which would be effective for no longer than six months or until approved by the commission which ever occurs first:

- (a) Hearts;
- (b) Rummy;
- (c) Pitch;
- (d) Pinochle;
- (e) Cribbage;
- (f) Bridge;
- (g) Bid Whist; and
- (h) Dominos; and

(5) All restrictions regarding the granting of credit, method and amount of wagers, and rules of play set out in this title and chapter 9.46 RCW are followed.

[Statutory Authority: RCW 9.46.0281, 9.46.070 (1), (2), (14) and (20). 96-11-073, § 230-46-100, filed 5/13/96, effective 7/1/96. Statutory Authority: RCW 9.46.070. 94-23-007, § 230-46-100, filed 11/3/94, effective 1/1/95.]

### Chapter 230-48 WAC TRIBAL CASINOS

#### WAC

230-48-010 Tribal-state compacts—Phase II commission review.

**WAC 230-48-010 Tribal-state compacts—Phase II commission review.** (1) Pursuant to each tribal/state compact and upon successful completion of a Phase II investigative review, the director shall forward a summary of the material aspects of the investigative review with a recommendation for approval to Phase II status to the commissioners at least seven days prior to a meeting of the commission.

(2) At least ten days prior to the same meeting, the director's recommendation along with a notice of formal review shall be forwarded to the tribal government and local law enforcement agencies surrounding the Class III gaming operation. The notice shall set forth the proposed action and instructions for submission of written comments to the formal review process.

(3) During the meeting of the commission for which notice of formal review was given, the commission shall conduct a review of the Class III gaming operation. The review shall address the following criteria:

(a) Whether there have been any violations of the provisions of the compact which have resulted in sanctions imposed by the Federal District Court;

(b) Whether there have been any violations of the compact which are substantial or, due to repetition, would be deemed material;

(c) Whether there have been any material adverse impacts on the public safety or welfare of the surrounding communities in the nature of criminal activities directly related to the operation of the Class III operation;

(d) Whether there have been any unresolved and material violations of Appendix A of the compact; and

(e) Whether the tribal gaming agency has developed an adequate program of regulation and control and demonstrated an adequate level of proficiency, which includes the hiring of trained tribal gaming agents, an independent regulatory and

reporting structure that is separate from that of the gaming operation or tribal bodies, a thorough and developed system for the reporting of compact violations, and a strong and consistent presence within the Class III facility.

(4) Upon completion of the review, the commission shall either approve, deny, or grant a conditional Phase II approval.

(5) If Phase II is denied or conditionally approved, the commission shall within ten working days issue a written order to the tribe setting forth the basis for the decision.

[Statutory Authority: RCW 9.46.360. 95-13-032, § 230-48-010, filed 6/13/95, effective 7/14/95.]

### Chapter 230-50 WAC HEARINGS—PRACTICE AND PROCEDURE

#### WAC

230-50-005	Seizures—Hearings.
230-50-010	Adjudicative proceedings—Hearings.
230-50-012	Summary suspensions.
230-50-015	Stay of summary suspension.
230-50-018	Review of orders on stay.
230-50-020	Adjudicated proceedings—Appointment of administrative law judge.
230-50-030	Adjudicated proceedings—Hearings—Interpreter—Timing.
230-50-060	Adjudicated proceedings—Appearance and practice before the commission—Who may appear.
230-50-080	Solicitation of business unethical.
230-50-090	Standards of ethical conduct.
230-50-100	Appearance by former employee of commission or former member of attorney general's staff.
230-50-110	Computation of time.
230-50-150	Adjudicated proceedings—Notice of hearing—Requirements.
230-50-160	Adjudicated proceedings—Service of process—By whom served.
230-50-170	Service of process—Upon whom served.
230-50-180	Service of process—Service upon parties.
230-50-190	Adjudicated proceedings—Service of process—Method of service.
230-50-200	Adjudicated proceedings—Service of process—When service complete.
230-50-210	Adjudicated proceedings—Service of process—Filing with agency.
230-50-225	Adjudicated proceedings—Discovery.
230-50-230	Adjudicated proceedings—Subpoenas, issuance, service, fees, quashing and enforcement.
230-50-235	Brief adjudicative proceedings—Discovery limitations.
230-50-300	Adjudicated proceedings—Depositions and interrogatories—Right to take.
230-50-310	Depositions and interrogatories in contested cases—Scope.
230-50-320	Depositions and interrogatories in contested cases—Officer before whom taken.
230-50-330	Adjudicated proceedings—Depositions and interrogatories—Notice.
230-50-340	Depositions and interrogatories in contested cases—Protection of parties and deponents.
230-50-350	Depositions and interrogatories in contested cases—Oral examination and cross-examination.
230-50-360	Depositions and interrogatories in contested cases—Recordation.
230-50-370	Depositions and interrogatories in contested cases—Signing attestation and return.
230-50-380	Depositions and interrogatories in contested cases—Use and effect.
230-50-390	Adjudicated proceedings—Depositions and interrogatories—Fees of deponents—Costs of deposition.
230-50-400	Depositions upon interrogatories—Submission of interrogatories.
230-50-410	Depositions upon interrogatories—Interrogation.
230-50-420	Depositions upon interrogatories—Attestation and return.
230-50-500	Official notice—Matters of law.
230-50-510	Official notice—Material facts.
230-50-520	Presumptions.
230-50-530	Stipulations and admissions of record.
230-50-550	Adjudicated proceedings—Initial or final order.

230-50-560	Petition for review of an initial order—Replies to a petition for review, and cross appeals—When an initial order becomes a final order—Time limits and content requirements.	230-50-810	Petitions for rule making, amendments or repeal—Requisites. [Order 9, § 230-50-810, filed 12/19/73.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-50-562	Final orders—When and how to file a petition for reconsideration of a final order.	230-50-820	Petitions for rule making, amendments or repeal—Agency must consider. [Order 9, § 230-50-820, filed 12/19/73.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-50-570	Adjudicated proceeding—Stay.	230-50-830	Petitions for rule making, amendments or repeal—Notice of disposition. [Order 9, § 230-50-830, filed 12/19/73.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-50-580	Adjudicated proceedings—Hearings—Forms.	230-50-950	Forms. [Order 9, § 230-50-950, filed 12/19/73.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-50-610	Adjudicated proceedings settlement conferences and prehearing conferences.		
230-50-630	Submission of documentary evidence in advance.		
230-50-640	Excerpts from documentary evidence.		
230-50-650	Expert or opinion testimony and testimony based on economic and statistical data—Number and qualifications of witnesses.		
230-50-660	Expert or opinion testimony and testimony based on economic and statistical data—Written sworn statements.		
230-50-670	Expert or opinion testimony and testimony based on economic and statistical data—Supporting data.		
230-50-680	Expert or opinion testimony and testimony based on economic and statistical data—Effect of noncompliance with WAC 230-50-650 or 230-50-660.		
230-50-700	Continuances.		
230-50-750	Rules of evidence—Admissibility criteria.		
230-50-760	Rules of evidence—Tentative admission—Exclusion—Discontinuance—Objections.		
230-50-800	Petitions for rule making, amendments or repeal.		
230-50-815	Deadlines for submitting items to be included in the commission meeting agenda—Exceptions.		
230-50-850	Declaratory order.		

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

230-50-070	Appearance in certain proceedings may be limited to attorneys. [Order 9, § 230-50-070, filed 12/19/73.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-50-140	Waiver of hearing. [Order 9, § 230-50-140, filed 12/19/73.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-50-220	Subpoenas—Form. [Order 9, § 230-50-220, filed 12/19/73.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-50-240	Subpoenas—Service of. [Order 9, § 230-50-240, filed 12/19/73.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-50-250	Subpoenas—Fees. [Order 9, § 230-50-250, filed 12/19/73.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-50-260	Subpoenas—Proof of service. [Order 9, § 230-50-260, filed 12/19/73.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-50-270	Subpoenas—Quashing. [Order 9, § 230-50-270, filed 12/19/73.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-50-280	Subpoenas—Enforcement. [Order 9, § 230-50-280, filed 12/19/73.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-50-290	Subpoenas—Geographical scope. [Order 9, § 230-50-290, filed 12/19/73.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-50-430	Depositions upon interrogatories—Provisions of deposition rule. [Order 9, § 230-50-430, filed 12/19/73.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-50-600	Definition of issues before hearing. [Order 9, § 230-50-600, filed 12/19/73.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-50-620	Prehearing conference rule—Record of conference action. [Order 9, § 230-50-620, filed 12/19/73.] Repealed by 89-24-003 (Order 200), filed 11/27/89,

**WAC 230-50-005 Seizures—Hearings.** In addition to the provisions of RCW 9.46.231, the following procedures apply to the seizure of gambling devices.

(1) For purposes of this rule, gambling devices are defined in RCW 9.46.0241 and includes, but is not limited to, slot machines, video poker, and other electronic games of chance.

(2) Upon seizure of a gambling device, any person claiming ownership or right to possession of the seized gambling device must notify the seizing agency in writing within 45 days of the seizure. Notification after 45 days will be deemed insufficient and result in forfeiture of the seized item.

(3) If a hearing is timely requested, such hearing will be held within 90 days of the agency's receipt of the request for a hearing.

(4) At a seizure hearing, the only issues to be determined are:

(a) Whether the item seized is a gambling device; and

(b) Whether the item seized is an antique device as defined by RCW 9.46.235.

If a claimant is unable to prove (a) and (b) above, the item seized shall be summarily forfeited to the state.

[Statutory Authority: RCW 9.46.231 and 9.46.070 (14), (20). 97-03-095 (Order 307), § 230-50-005, filed 1/17/97, effective 2/17/97.]

**WAC 230-50-010 Adjudicative proceedings—Hearings.** (1) Adjudicative proceedings shall be commenced for any and all matters wherein the commission is causing administrative charges to be brought against any applicant, licensee or permittee within the limitations to chapter 34.05 RCW as applicable.

(2) The commission shall afford an applicant for a license an opportunity for an adjudicative proceeding prior to denying such application, and shall afford a licensee the opportunity for an adjudicative proceeding prior to suspending or revoking a license.

(3) The commission will afford a person applying to the commission for approval of a pull-tab dispensing device under WAC 230-30-095 an opportunity for an adjudicative proceeding prior to denying approval of such device.

(4) No hearing will be conducted with respect to any adjudicative proceeding unless an application for an adjudicative proceeding and request for hearing is timely filed by the applicant or licensee with the commission in compliance

with WAC 230-50-210. The application must be made upon a form to be obtained from the commission, or facsimile thereof, and must be received within 20 days following service upon the party affected by the commission or the director of a notice of administrative charges and opportunity for an adjudicative proceeding. Said document shall contain the maximum penalty that may be assessed should an application not be filed by the party affected. An application for an adjudicative proceeding and request for hearing shall accompany all notices of administrative charges.

(5) If an application for an adjudicative proceeding is not timely filed, then the party affected shall have waived the right to a hearing on the allegations set forth in the notice of administrative charges. The party shall be deemed to be in default pursuant to RCW 34.05.440 and the commission and director may take action against the party not to exceed the maximum penalty as stated in the notice of administrative charges and opportunity for an adjudicative proceeding, which action shall be final.

(6) The procedures of RCW 34.05.485, brief adjudicative proceedings, shall be used for the following purposes:

(a) All hearings in which the penalty sought by the commission is for a suspension of seven days or less;

(b) Hearings held pursuant to WAC 230-50-015 (stay of summary suspension);

(c) Hearings held pursuant to WAC 230-04-400(3) (failure to pay required gambling taxes);

(d) Hearings held pursuant to WAC 230-04-190 (10)(c) (two part payment plan: Failure to make second payment);

(e) Hearings in which the parties have stipulated to facts or the parties have stipulated to charges, and the hearing is limited to a determination of whether facts constitute violations as charged and/or determination of appropriate penalty to be imposed;

(f) Denial of an application to operate at a higher bingo license class when the licensee has been restricted by WAC 230-20-062;

(g) Hearings held pursuant to WAC 230-20-059 (failure for charitable or nonprofit organizations to contribute required funds to their stated purpose or maintain a positive adjusted cash flow);

(h) Hearings held pursuant to WAC 230-08-255 (failure for charitable or nonprofit organizations to make significant progress);

(i) Denial or revocation of extended card room hours pursuant to WAC 230-40-400;

(j) Denial or revocation of extended bingo hours of operation pursuant to WAC 230-20-170;

(k) Denial of request for Phase II pursuant to WAC 230-40-810;

(l) Repeal of an approved card game pursuant to WAC 230-40-010; or

(m) Where the parties have stipulated to the use of brief adjudicative proceedings.

[Statutory Authority: RCW 9.46.070. 02-17-035 (Order 416), § 230-50-010, filed 8/13/02, effective 9/13/02; 01-05-020 (Order 397), § 230-50-010, filed 2/9/01, effective 4/1/01; 00-09-052 (Order 383), § 230-50-010, filed 4/14/00, effective 5/15/00. Statutory Authority: RCW 9.46.070 (1), (2). 97-14-013, § 230-50-010, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070. 95-13-030, § 230-50-010, filed 6/13/95, effective 7/14/95; 92-19-107 (Order 231), § 230-50-010, filed 9/18/92, effective 10/19/92. Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-010, filed

(2007 Ed.)

11/27/89, effective 12/28/89. Statutory Authority: RCW 9.46.070(13). 80-03-059 (Order 98), § 230-50-010, filed 2/25/80; Order 45, § 230-50-010, filed 12/30/75; Order 9, § 230-50-010, filed 12/19/73.]

**WAC 230-50-012 Summary suspensions.** (1) Pursuant to RCW 34.05.422(4), the director may exercise the commission's authority to summarily suspend any license or permit issued to such licensee or permittee upon a determination that one or more of the actions identified in subsection (2) of this section have occurred and that immediate cessation of the licensed or permitted activities is necessary for the protection or preservation of the safety and welfare of the public. Suspension of a license under this provision shall take effect immediately upon service of the summary suspension order unless otherwise provided in the order.

(2) The commission deems the following actions of a licensee or permittee to constitute an immediate danger to the public safety and welfare which may require the immediate cessation of licensed or permitted activities:

(a) Failure or refusal to comply with the provisions, requirements, conditions, limitations, or duties imposed by chapter 9.46 RCW and any amendments thereto, or any rules adopted by the commission pursuant thereto;

(b) Knowingly causing, aiding, abetting, or conspiring with another to cause any person to violate any of the laws of this state or the rules of the commission;

(c) Obtaining a license or permit by fraud, misrepresentation, concealment, or through inadvertence or mistake;

(d) Conviction of, or forfeiture of a bond upon a charge of, or having pled guilty to, forgery, larceny, extortion, conspiracy to defraud, willful failure to make required payments or reports to a governmental agency at any level, or filing false reports therewith, or of any similar offense or offenses, or of bribing or otherwise unlawfully influencing a public official or employee of any state or the United States, or of any crime, whether a felony or misdemeanor involving any gambling activity or physical harm to individuals or involving moral turpitude;

(e) Allowing any person who has been convicted of, or forfeited bond upon, any of the offenses included under (d) of this subsection, to participate in the management or operation of any activity regulated by the commission without prior written approval of the commission or its director;

(f) Licensee is subject to current prosecution or pending charges, or a conviction which is under appeal, for any of the offenses included under (d) of this subsection;

(g) Denying the commission or its authorized representatives, including authorized local law enforcement agencies, access to any place where a licensed activity is conducted or failure to promptly produce for inspection or audit any book, record, document, or item required by law or commission rule;

(h) Making a misrepresentation of, or failure to disclose, a material fact to the commission;

(i) Licensee has pursued or is pursuing economic gain in an occupational manner or context which is in violation of the criminal or civil public policy of this state if such pursuit creates probable cause to believe that the participation of such person in gambling or related activities would be inimical to the proper operation of an authorized gambling or related activity in this state. For the purposes of this section, occupa-

tional manner or context shall be defined as the systematic planning, administration, management, or execution of an activity for financial gain;

(j) Licensee is a career offender or a member of a career offender cartel or an associate of a career offender or career offender cartel in such a manner which creates probable cause to believe that the association is of such a nature as to be inimical to the policy of chapter 9.46 RCW or to the proper operation of the authorized gambling or related activities in this state. For the purposes of this section, career offender shall be defined as any person whose behavior is pursued in an occupational manner or context for the purpose of economic gain utilizing such methods as are deemed criminal violations of the public policy of this state. A career offender cartel shall be defined as any group of persons who operate together as career offenders; and

(k) A charitable or nonprofit organization has been deemed to be operating bingo primarily for gambling purposes and continues to utilize program funds to subsidize the operation of such activities.

(3) When a license or permit has been summarily suspended by the director, an adjudicated proceeding shall be commenced and the licensee or permittee shall be afforded an opportunity for a hearing before an Administrative Law Judge or the commission, upon the question of the suspension or revocation of the license or permit, or upon the renewal of the license or permit should it expire during the period of summary suspension. If an application for an adjudicated proceeding and request for hearing is timely filed by the licensee or permittee, then a hearing shall be held within ninety days of the effective date of the summary suspension ordered by the director.

[Statutory Authority: RCW 9.46.070 (1), (2), 97-14-013, § 230-50-012, filed 6/20/97, effective 7/21/97. Statutory Authority: RCW 9.46.070, 92-19-107 (Order 231), § 230-50-012, filed 9/18/92, effective 10/19/92. Statutory Authority: RCW 34.05.422(4), 90-07-018 (Order 207) § 230-50-012, filed 3/13/90, effective 4/13/90. Statutory Authority: Chapter 34.05 RCW, 89-24-003 (Order 200), § 230-50-012, filed 11/27/89, effective 12/28/89; Order 29, § 230-50-012, filed 1/23/75.]

#### **WAC 230-50-015 Stay of summary suspension. (1)**

Upon summary suspension of a license or permit by the director pursuant to WAC 230-50-012, an affected licensee or permittee may petition the commission for a stay of suspension pursuant to RCW 34.05.467 and 34.05.550(1). Such petition must be received by the commission within fifteen days of service of the summary suspension order.

(2) Within seven days of receipt of a petition for stay, a hearing shall be held before an administrative law judge appointed by the commission pursuant to WAC 230-50-020, or if an administrative law judge is not available during this period, before a commissioner designated by the chairperson. The hearing shall be limited to consideration of whether a stay should be granted, or whether the terms of the suspension may be modified to allow the conduct of limited activities under current licenses or permits.

(3) Any hearing conducted pursuant to subsection (2) of this section shall be conducted under RCW 34.05.485, brief adjudicated proceedings. The agency record for the hearing shall consist of the information upon which the summary suspension was based and may be supplemented by any information obtained by the commission subsequent to the date of

the suspension order. The licensee or permittee shall have the burden of demonstrating by clear and convincing evidence that:

(a) The licensee or permittee is likely to prevail upon the merits at hearing;

(b) Without relief, the licensee or permittee will suffer irreparable injury. For purposes of this section, elimination of income from licensed activities shall not be deemed irreparable injury;

(c) The grant of relief will not substantially harm other parties to the proceedings; and

(d) The threat to the public safety or welfare is not sufficiently serious to justify continuation of the suspension, or that modification of the terms of the suspension will adequately protect the public interest.

(4) The initial order on stay shall be effective immediately upon service unless another date is specified in the order.

[Statutory Authority: RCW 9.46.070, 92-19-107 (Order 231), § 230-50-015, filed 9/18/92, effective 10/19/92.]

#### **WAC 230-50-018 Review of orders on stay. (1)**

The licensee, permittee, or agency may petition the commission for review of an initial order on stay. Petition for review must be in writing and received by the commission within twenty-one days of service of the initial order. If neither party has requested review within twenty-one days of service, the initial order shall be deemed the final order of the commission for purposes of RCW 34.05.467.

(2) If the commission receives a timely petition for review, the commission shall consider the petition at the next regularly scheduled meeting of the commission. Consideration on review shall be limited to the record of the hearing on stay. A commissioner acting as hearing officer pursuant to WAC 230-50-015(2) shall not be disqualified from considering the petition for review of an initial order on stay unless a party demonstrates grounds for disqualification in accordance with RCW 34.05.425.

(3) The order of the commission on the petition for review shall be effective upon service unless another date is specified in the order and is final pursuant to RCW 34.05.467. Final disposition of the petition for stay shall not affect subsequent administrative proceedings for suspension or revocation of a license or permit.

[Statutory Authority: RCW 9.46.070, 92-19-107 (Order 231), § 230-50-018, filed 9/18/92, effective 10/19/92.]

#### **WAC 230-50-020 Adjudicated proceedings—**

**Appointment of administrative law judge. (1)** The commission hereby appoints the office of administrative hearings and the administrative law judges to preside at all hearings which result from the commencement of adjudicated proceedings unless the commission, by its own order declares its intent to preside at a specific proceeding or the proceeding is an appeal of an initial order issued by an administrative law judge. The administrative law judge may hereinafter be referred to as the "presiding officer."

(2) All hearings shall be conducted in compliance with these rules, chapters 34.05 RCW and 10-08 WAC as applicable.



[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-020, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-020, filed 12/19/73.]

**WAC 230-50-030 Adjudicated proceedings—Hearings—Interpreter—Timing.** Hearings conducted as part of adjudicated proceedings provided for in WAC 230-50-010 shall be initiated as follows:

(1) The chair person of the commission, some member of the commission acting in the absence of the chairperson or the director, shall give written approval to initiate a notice of administrative charges and opportunity for an adjudicated proceeding. After such approval is granted, the entire commission file and/or record on the licensee shall be forwarded to the assistant attorney general assigned to prosecute at the hearing. The notice shall be served upon the licensee or applicant in accordance with WAC 230-50-010. An application for adjudicated proceeding and request for hearing must be filed with the commission pursuant to WAC 230-50-010.

(2) Upon receipt of an application for adjudicated proceeding and request for hearing form, the director shall issue a notice of hearing. The notice of hearing shall contain all charges upon which the hearing will be conducted, and shall be served on the licensee, applicant, permittee or attorney representing the party at least 7 days prior to the date of the hearing. A copy of the notice of hearing shall be served upon the presiding officer assigned to the proceeding.

(3)(a) All notices of hearing shall be accompanied by a standard statement in at least five common foreign languages, such languages to be those known by the commission staff to be languages used by some licensees, along with forms to request an interpreter to include assistance for hearing impaired persons at the hearing.

(b) Nothing herein contained shall prevent the commission or the director, as authorized by the commission, to temporarily suspend licenses, subject to final action of the commission, as authorized by RCW 9.46.070(1) and WAC 230-50-012.

(4) The presiding officer will be appointed and a notice of hearing issued within 90 days from the date upon which the commission received the application for adjudicated proceeding and request for hearing from the licensee, applicant or permittee, unless all parties agree to an extension of time beyond the 90 days by mutual consent. Any deviation for the 90 day requirement shall be in writing and made a part of the permanent record of the proceeding.

[Statutory Authority: RCW 9.46.070 and chapter 34.05 RCW. 91-03-063 (Order 219), § 230-50-030, filed 1/16/91, effective 2/16/91. Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-030, filed 11/27/89, effective 12/28/89; Order 45, § 230-50-030, filed 12/30/75; Order 42, § 230-50-030, filed 9/18/75; Order 9, § 230-50-030, filed 12/19/73.]

**WAC 230-50-060 Adjudicated proceedings—Appearance and practice before the commission—Who may appear.** No person may appear in a representative capacity before the Washington state gambling commission, hereinafter referred to as the commission, or its designated administrative law judge other than the following:

(1) Attorneys at law duly qualified and entitled to practice before the supreme court of the state of Washington.

(2) Attorneys at law duly qualified and entitled to practice before the highest court of record of any other state, if the

(2007 Ed.)

attorneys at law of the state of Washington are permitted to appear in a representative capacity before administrative agencies of such other state, and if not otherwise prohibited by our state law.

(3) A bona fide officer, authorized manager, partner, or full time employee of an individual firm, association, partnership, or corporation who appears for such individual firm, association, partnership or corporation.

(4) An individual representing himself, pro se.

(5) Such interpreters for persons with a limited understanding of the English language or hearing impaired persons as provided for in WAC 10-08-150.

(6) Such other persons as may be permitted by the commission upon a showing by a party to the hearing of such a necessity or such a hardship as would make it unduly burdensome upon him to have a representative as set forth under subsections (1), (2) and (3) above.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-060, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-060, filed 12/19/73.]

**WAC 230-50-080 Solicitation of business unethical.** It shall be unethical for persons acting in a representative capacity before the commission to solicit business by circulars, advertisements or by personal communication or interviews not warranted by personal relations: Provided, That such representatives may publish or circulate business cards. It is equally unethical to procure business indirectly by solicitors of any kind.

[Order 9, § 230-50-080, filed 12/19/73.]

**WAC 230-50-090 Standards of ethical conduct.** All persons appearing in proceedings before the commission in a representative capacity shall conform to the standards of ethical conduct required of attorneys before the courts of Washington. If any such person does not conform to such standards, the commission may decline to permit such person to appear in a representative capacity in any proceeding before the commission.

[Order 9, § 230-50-090, filed 12/19/73.]

**WAC 230-50-100 Appearance by former employee of commission or former member of attorney general's staff.** No former commissioner, employee of the commission or member of the attorney general's staff may at any time within two years after severing his relationship or employment with the commission or the attorney general appear, except with the written permission of the commission, in a representative capacity on behalf of any party in a formal proceeding wherein he previously took an active part on behalf of the commission.

[Order 9, § 230-50-100, filed 12/19/73.]

**WAC 230-50-110 Computation of time.** In computing any period of time prescribed or allowed by the commission rules, by order of the commission or by an applicable statute, the day of the act, event, or default after which the designated period of time begins to run is not to be included. The last day of the period so computed is to be included, unless it is a Saturday, Sunday or a legal holiday, in which event the period

runs until the end of the next day which is neither a Saturday, Sunday nor a holiday. When the period of time prescribed or allowed is less than seven days, intermediate Saturdays, Sundays and holidays shall be excluded in the computation. This section shall not apply to periods of license suspension.

[Order 9, § 230-50-110, filed 12/19/73.]

**WAC 230-50-150 Adjudicated proceedings—Notice of hearing—Requirements.** All parties that have filed a timely application for adjudicated proceeding shall be served with a notice of hearing at least seven days before the date set for the hearing unless all parties consent to a shorter period. The notice shall state the time, and place of the hearing and all other requirements of RCW 34.05.434(2): Provided, That brief adjudicative proceedings, conducted pursuant to WAC 230-50-010(7) and RCW 34.05.485, shall normally be conducted telephonically and the place of the hearing will not be set in the notice of hearing. Either or both parties may request to appear in person and, in such cases, a place will be set and all parties notified.

[Statutory Authority: RCW 9.46.070. 92-19-107 (Order 231), § 230-50-150, filed 9/18/92, effective 10/19/92. Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-150, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-150, filed 12/19/73.]

**WAC 230-50-160 Adjudicated proceedings—Service of process—By whom served.** The commission shall cause to be served all orders, notices and other documents issued by it, together with any other documents which it is required by law to serve. Every other document shall be served by the party filing it.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-160, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-160, filed 12/19/73.]

**WAC 230-50-170 Service of process—Upon whom served.** All papers served by either the commission or any party shall be served upon all counsel of record at the time of such filing and upon parties not represented by counsel or upon their agents designated by them or by law. Any counsel entering an appearance subsequent to the initiation of the proceeding shall notify all other counsel then of record and all parties not represented by counsel of such fact.

[Order 9, § 230-50-170, filed 12/19/73.]

**WAC 230-50-180 Service of process—Service upon parties.** The final order and any other paper required to be served by the commission upon a party, shall be served upon such party or upon the agent designated by him or by law to receive service of such papers, and a copy shall be furnished to counsel of record.

[Order 9, § 230-50-180, filed 12/19/73.]

**WAC 230-50-190 Adjudicated proceedings—Service of process—Method of service.** Service of all orders, notices and other documents shall be made personally or first class, registered or certified mail, telegraph, or by commercial parcel service company.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-190, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-190, filed 12/19/73.]

[Title 230 WAC—p. 194]

**WAC 230-50-200 Adjudicated proceedings—Service of process—When service complete.** Service of notices and other documents shall be regarded as complete as follows:

(1) By personal service, upon delivery to the person, attorney representing the party, designated agent of the party, any person over the age of 18 residing at the residence of the party or corporate officer.

(2) By mail, upon deposit in the United States mail properly stamped and addressed; service is complete on the third day after mailing, excluding the date of mailing.

(3) By telegraph, upon deposit with a telegraph company, properly addressed and with all charges paid.

(4) By electronic telefacsimile device of confirmation of the transmission and the same day deposit in the United States mail according to section 2 above.

(5) By commercial parcel delivery service, upon delivery to the parcel delivery company, properly addressed and with all charges paid.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-200, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-200, filed 12/19/73.]

**WAC 230-50-210 Adjudicated proceedings—Service of process—Filing with agency.** Documents required to be filed with the commission shall be deemed filed upon actual receipt of the documents in the headquarters office of the commission accompanied by proof of service upon parties required to be served, or by delivery to any office of the commission during normal business hours and at such time as a member of the staff of the commission is occupying such office so as to personally receive the papers. Delivery of documents to any office of the commission other than the headquarters office when said office is not occupied by a commission staff member who can personally accept the documents shall NOT constitute a lawful service of papers for any matter under the jurisdiction of the gambling commission.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-210, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-210, filed 12/19/73.]

**WAC 230-50-225 Adjudicated proceedings—Discovery.** The presiding officer of an adjudicated proceeding may issue subpoenas and protective orders as a part of an adjudicated proceeding. The agency may issue subpoenas as may the attorney representing the licensee, applicant or permittee, or the licensee, applicant or permittee may issue subpoenas if they represent themselves. All such subpoenas must be filed with the presiding officer assigned to conduct the hearing, together with proof of proper service, at least 7 days prior to the date of the hearing which they are issued for.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-225, filed 11/27/89, effective 12/28/89.]

**WAC 230-50-230 Adjudicated proceedings—Subpoenas, issuance, service, fees, quashing and enforcement.**

(1) Every subpoena shall state the name of the commission, the title of the proceeding and shall command the person to whom it is directed to attend and give testimony, produce books, records, documents or things under his or her control at a specified time and place.

(2007 Ed.)

(2) Subpoenas shall be issued and enforced, and witness fees paid as provided for in RCW 34.05.446.

(a) Subpoenas may be served by any suitable person eighteen years of age or older, by exhibiting and reading the subpoena to the witness, or by giving him or her a copy thereof, or by leaving such copy at the place of his or her abode. When service is made by any other person than an officer authorized to serve process, proof of service shall be made by affidavit.

(b) The presiding officer, upon motion made promptly and in any event at or before the time specified in the subpoena for compliance therewith, may:

(i) Quash or modify the subpoena if it is unreasonable and oppressive, or

(ii) Condition denial of the motion upon the advancement by the person in whose behalf the subpoena is issued of the reasonable cost of producing the books, papers, documents, or tangible things.

(c) Upon application, and for good cause shown, the commission will seek judicial enforcement of subpoenas issued to parties and which have not been quashed.

(d) The attendance of witnesses and such production of evidence may be required from any place within the state of Washington to any location where a hearing is being conducted.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-230, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-230, filed 12/19/73.]

**WAC 230-50-235 Brief adjudicative proceedings—Discovery limitations.** In all brief adjudicative proceedings, discovery requests to the agency shall be limited to requests for production of written reports and supporting documents relevant to the charges. Interrogatories and depositions shall not be allowed.

[Statutory Authority: RCW 9.46.070. 92-19-107 (Order 231), § 230-50-235, filed 9/18/92, effective 10/19/92.]

**WAC 230-50-300 Adjudicated proceedings—Depositions and interrogatories—Right to take.** Unless otherwise provided, any party may take the testimony of any person, including a party, by deposition upon oral examination or written interrogatories for use as evidence in the proceeding. The deposition of a commissioner, the director, deputy director, or an assistant director may only be taken upon application to the presiding officer, for good cause shown and only in those circumstances where the statements or depositions of other staff members would not reveal the information, evidence or details needed by the party for the case. The attendance of witnesses to a deposition may be compelled by use of a subpoena. Depositions shall be taken only in accordance with this rule and the rules on subpoenas.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-300, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-300, filed 12/19/73.]

**WAC 230-50-310 Depositions and interrogatories in contested cases—Scope.** Unless otherwise ordered, the deponent may be examined regarding any matter to the same extent permitted by the Washington civil rules for superior court with respect to depositions and interrogatories.

(2007 Ed.)

[Order 9, § 230-50-310, filed 12/19/73.]

**WAC 230-50-320 Depositions and interrogatories in contested cases—Officer before whom taken.** Within the United States or within a territory or insular possession subject to the dominion of the United States depositions shall be taken before an officer authorized to administer oaths by the laws of the state of Washington or of the place where the examination is held; within a foreign country, depositions shall be taken before a secretary of an embassy or legation, consul general, vice consul or consular agent of the United States, or a person designated by the commission or agreed upon by the parties by stipulation in writing filed with the commission. Except by stipulation, no deposition shall be taken before a person who is a party or the privy of a party, or a privy of any counsel of a party, or who is financially interested in the proceeding.

[Order 9, § 230-50-320, filed 12/19/73.]

**WAC 230-50-330 Adjudicated proceedings—Depositions and interrogatories—Notice.** A party desiring to take the deposition of any person upon oral examination shall give reasonable notice of not less than seven days in writing to the commission and all parties. The notice shall state the time and place for taking the deposition, the name and address of each person to be examined, if known, and if the name is not known, a general description sufficient to identify him or the particular class or group to which he belongs. On motion of a party upon whom the notice is served, the commission or its hearing officer may for cause shown, enlarge or shorten the time. If the parties so stipulate in writing, depositions may be taken before any person, at any time or place, upon any notice, and in any manner and when so taken may be used as other depositions.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-330, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-330, filed 12/19/73.]

**WAC 230-50-340 Depositions and interrogatories in contested cases—Protection of parties and deponents.** After notice is served for taking a deposition, upon its own motion or upon motion reasonably made by any party or by the person to be examined and upon notice and for good cause shown, the commission or its designated hearing officer may make an order that the deposition shall not be taken, or that it may be taken only at some designated place other than that stated in the notice, or that it may be taken only on written interrogatories, or that certain matters shall not be inquired into, or that the scope of the examination shall be limited to certain matters, or that the examination shall be held with no one present except the parties to the action and their officers or counsel, or that after being sealed, the deposition shall be opened only by order of the commission, or that business secrets or secret processes, developments, or research need not be disclosed, or that the parties shall simultaneously file specified documents or information enclosed in sealed envelopes to be opened as directed by the commission, or the commission may make any other order which justice requires to protect the party or witness from annoyance, embarrassment, or oppression. At any time during the taking of the deposition, on motion of any party or of the deponent

[Title 230 WAC—p. 195]

and upon a showing that the examination is being conducted in bad faith or in such manner as unreasonably to annoy, embarrass, or oppress the deponent or party, the commission or its designated hearing officer may order the officer conducting the examination to cease forthwith from taking the deposition or may limit the scope and manner of the taking of the deposition as above provided. If the order made terminates the examination, it shall be resumed thereafter only upon the order of the agency. Upon demand of the objecting party or deponent, the taking of the deposition shall be suspended for the time necessary to make a motion for an order.

[Order 9, § 230-50-340, filed 12/19/73.]

**WAC 230-50-350 Depositions and interrogatories in contested cases—Oral examination and cross-examination.** Examination and cross-examination shall proceed as at an oral hearing. In lieu of participating in the oral examination, any party served with notice of taking a deposition may transmit written cross interrogatories to the officer, who, without first disclosing them to any person, and after the direct testimony is complete, shall propound them seriatim to the deponent and record or cause the answers to be recorded verbatim.

[Order 9, § 230-50-350, filed 12/19/73.]

**WAC 230-50-360 Depositions and interrogatories in contested cases—Recordation.** The officer before whom the deposition is to be taken shall put the witness on oath and shall personally or by someone acting under his direction and in his presence, record the testimony by typewriter directly or by transcription from stenographic notes, wire or record recorders, which record shall separately and consecutively number each interrogatory. Objections to the notice, qualifications of the officer taking the deposition, or to the manner of taking it, or to the evidence presented or to the conduct of the officer, or of any party, shall be noted by the officer upon the deposition. All objections by any party not so made are waived.

[Order 9, § 230-50-360, filed 12/19/73.]

**WAC 230-50-370 Depositions and interrogatories in contested cases—Signing attestation and return.** (1) When the testimony is fully transcribed the deposition shall be submitted to the witness for examination and shall be read to or by him, unless such examination and reading are waived by the witness and by the parties. Any changes in form or substance which the witness desires to make shall be entered upon the deposition by the officer with a statement of the reasons given by the witness for making them. The deposition shall then be signed by the witness, unless the parties by stipulation waive the signing or the witness is ill or cannot be found or refuses to sign. If the deposition is not signed by the witness, the officer shall sign it and state on the record the fact of the waiver or of the illness or absence of the witness or the fact of the refusal to sign together with the reason, if any, given therefor; and the deposition may then be used as fully as though signed, unless, following a motion to suppress, the commission or its hearing officer holds that the reasons given for the refusal to sign require rejection of the deposition in whole or in part.

[Title 230 WAC—p. 196]

(2) The officer shall certify on the deposition that the witness was duly sworn by him and that the deposition is a true record of the testimony given by the witness. He shall then securely seal the deposition in an envelope indorsed with the title of proceeding and marked "deposition of (here insert name of witness)" and shall promptly send it by registered or certified mail to the commission, or its designated hearing officer, for filing. The party taking the deposition shall give prompt notice of its filing to all other parties. Upon payment of reasonable charges therefor, the officer shall furnish a copy of the deposition to any party or to the deponent.

[Order 9, § 230-50-370, filed 12/19/73.]

**WAC 230-50-380 Depositions and interrogatories in contested cases—Use and effect.** Subject to rulings by the commission, a commissioner or a hearing officer upon objections a deposition taken and filed as provided in this rule will not become a part of the record in the proceeding until received in evidence by the hearing officer upon his own motion or the motion of any party. Except by agreement of the parties or ruling of the commission or the hearing officer, a deposition will be received only in its entirety. A party does not make a party, or the privy of a party, or any hostile witness his witness by taking his deposition. Any party may rebut any relevant evidence contained in a deposition whether introduced by him or any other party.

[Order 9, § 230-50-380, filed 12/19/73.]

**WAC 230-50-390 Adjudicated proceedings—Depositions and interrogatories—Fees of deponents—Costs of deposition.** Deponents whose depositions are taken shall be entitled to the same fees as are allowed by WAC 230-50-230: Provided, That all costs incidental thereto shall be paid by the party desiring such deposition.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-390, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-390, filed 12/19/73.]

**WAC 230-50-400 Depositions upon interrogatories—Submission of interrogatories.** Where the deposition is taken upon written interrogatories, the party offering the testimony shall separately and consecutively number each interrogatory and file and serve them with a notice stating the name and address of the person who is to answer them and the name or descriptive title and address of the officer before whom they are to be taken. Within ten days thereafter a party so served may serve cross-interrogatories upon the party proposing to take the deposition. Within five days thereafter, the latter may serve redirect interrogatories upon the party who served cross-interrogatories. Failure by a licensee to comply shall result in automatic forfeiture of any license issued by the commission.

[Order 9, § 230-50-400, filed 12/19/73.]

**WAC 230-50-410 Depositions upon interrogatories—Interrogation.** Where the interrogatories are forwarded to an officer authorized to administer oaths as provided in WAC 230-50-320 the officer taking the same after duly swearing the deponent, shall read to him seriatim, one interrogatory at a time and cause the same and the answer

(2007 Ed.)

thereto to be recorded before the succeeding interrogatory is asked. No one except the deponent, the officer and the court reporter or stenographer recording and transcribing it shall be present during the interrogation.

[Order 9, § 230-50-410, filed 12/19/73.]

**WAC 230-50-420 Depositions upon interrogatories—Attestation and return.** The officer before whom interrogatories are verified or answered shall (1) certify under his official signature and seal that the deponent was duly sworn by him, that the interrogatories and answers are a true record of the deponent's testimony, that no one except deponent, the officer and the stenographer were present during the taking, and that neither he nor the stenographer, to his knowledge, is a party, privy to a party, or interested in the event of the proceedings, and (2) promptly send by registered or certified mail the original copy of the deposition and exhibits with his attestation to the commission, or its designated hearing officer, one copy to the counsel who submitted the interrogatories and another copy to the deponent.

[Order 9, § 230-50-420, filed 12/19/73.]

**WAC 230-50-500 Official notice—Matters of law.** The commission or its hearing officer, upon request made before or during a hearing, or upon its own motion, will officially notice:

(1) **Federal law.** The Constitution; congressional acts, resolutions, records, journals and committee reports; decisions of federal courts and administrative agencies; executive orders and proclamations; and all rules, orders and notices published in the federal register;

(2) **State law.** The Constitution of the state of Washington, acts of the legislature, resolutions, records, journals and committee reports; decisions of administrative agencies of the state of Washington, executive orders and proclamations by the governor; and all rules, orders and notices filed with the code reviser;

(3) **Governmental organization.** Organization, territorial limitations, officers, departments, and general administration of the government of the state of Washington, the United States, the several states and foreign nations;

(4) **Agency organization.** The commission's organization administration, officers, personnel, official publications, and practitioners before its bar.

[Order 9, § 230-50-500, filed 12/19/73.]

**WAC 230-50-510 Official notice—Material facts.** In the absence of controverting evidence, the commission and its hearing officers, upon request made before or during a hearing, or upon its own motion, may officially notice:

(1) **Agency proceedings.** The pendency of, the issues and position of the parties therein, and the disposition of any proceeding then pending before or theretofore concluded by the commission;

(2) **Business customs.** General customs and practices followed in the transaction of business;

(3) **Notorious facts.** Facts so generally and widely known to all well informed persons as not to be subject to reasonable dispute, or specific facts which are capable of immediate and accurate demonstration by resort to accessible

(2007 Ed.)

sources of generally accepted authority, including but not exclusively, facts stated in any publication authorized or permitted by law to be made by any federal or state officer, department or agency;

(4) **Technical knowledge.** Matters within the technical knowledge of the commission as a body of experts, within the scope or pertaining to the subject matter of its statutory duties, responsibilities or jurisdiction;

(5) **Request or suggestion.** Any party may request, or the hearing officer or the commission may suggest, that official notice be taken of a material fact, which shall be clearly and precisely stated, orally on the record, at any prehearing conference or oral hearing or argument, or may make such request or suggestion by written notice, any pleading, motion, memorandum, or brief served upon all parties, at any time prior to a final decision;

(6) **Statement.** Where an initial or final decision of the commission rests in whole or in part upon official notice of a material fact, such fact shall be clearly and precisely stated in such decision. In determining whether to take official notice of material facts, the hearing officer or the commission may consult any source of pertinent information, whether or not furnished as it may be, by any party and whether or not admissible under the rules of evidence;

(7) **Controversion.** Any party may controvert a request or a suggestion that official notice of a material fact be taken at the time the same is made if it be made orally, or by a pleading, reply or brief in response to the pleading or brief or notice in which the same is made or suggested. If any decision is stated to rest in whole or in part upon official notice of a material fact which the parties have not had a prior opportunity to controvert, any party may controvert such fact by appropriate exceptions if such notice be taken in an initial or intermediate decision or by a petition for reconsideration if notice of such fact be taken in a final report. Such controversion shall concisely and clearly set forth the sources, authority and other data relied upon to show the existence or nonexistence of the material fact assumed or denied in the decision;

(8) **Evaluation of evidence.** Nothing herein shall be construed to preclude the commission or its authorized agents from utilizing their experience, technical competence, and specialized knowledge in the evaluation of the evidence presented to them.

[Order 9, § 230-50-510, filed 12/19/73.]

**WAC 230-50-520 Presumptions.** Upon proof of the predicate facts specified in the following six subdivisions hereof without substantial dispute and by direct, clear, and convincing evidence, the commission, with or without prior request or notice, may make the following presumptions, where consistent with all surrounding facts and circumstances:

(1) **Continuity.** That fact of a continuous nature, proved to exist at a particular time, continues to exist as of the date of the presumption, if the fact is one which usually exists for at least that period of time;

(2) **Identity.** That persons and objects of the same name and description are identical;

(3) **Delivery.** Except in a proceeding where the liability of the carrier for nondelivery is involved, that mail matters,

[Title 230 WAC—p. 197]

billed and delivered respectively to the post office, telegraph, cable or radio company, or authorized common carrier of property with all postage, tolls and charges properly prepaid, is or has been delivered to the addressee or consignee in the ordinary course of business;

(4) **Ordinary course.** That a fact exists or does not exist, upon proof of the existence or nonexistence of another fact which in the ordinary and usual course of affairs, usually and regularly coexists with the fact presumed;

(5) **Acceptance of benefit.** That a person for whom an act is done or to whom a transfer is made has, does or will accept same where it is clearly in his own self-interest so to do;

(6) **Interference with remedy.** That evidence, with respect to a material fact which in bad faith is destroyed, removed, suppressed or withheld by a party in control thereof, would if produced, corroborate the evidence of the adversary party with respect to such fact.

[Order 9, § 230-50-520, filed 12/19/73.]

**WAC 230-50-530 Stipulations and admissions of record.** The existence or nonexistence of a material fact, as made or agreed in a stipulation or in an admission of record, will be conclusively presumed against any party bound thereby, and no other evidence with respect thereto will be received upon behalf of such party, provided:

(1) **Upon whom binding.** Such a stipulation or admission is binding upon the parties by whom it is made, their privies and upon all other parties to the proceeding who do not expressly and unequivocally deny the existence or nonexistence of the material fact so admitted or stipulated, upon the making thereof, if made on the record at a prehearing conference, oral hearing, oral argument or by a writing filed and served upon all parties within five days after a copy of such stipulation or admission has been served upon them;

(2) **Withdrawal.** Any party bound by a stipulation or admission of record at any time prior to final decision may be permitted to withdraw the same in whole or in part by showing to the satisfaction of the hearing officer or the commission that such stipulation or admission was made inadvertently or under a bona fide mistake of fact contrary to the true fact and that its withdrawal at the time proposed will not unjustly prejudice the rights of other parties to the proceeding.

[Order 9, § 230-50-530, filed 12/19/73.]

**WAC 230-50-550 Adjudicated proceedings—Initial or final order.** Every decision and order, whether it be an initial or final, shall:

(1) Be correctly captioned as to the name of the agency and name of proceeding;

(2) Designate all parties and counsel to the proceeding;

(3) Include a concise statement of the nature and the background of the proceeding;

(4) Be accompanied by appropriate numbered findings of fact and conclusions of law and a statement from the presiding officer of the credibility of the witnesses, if the decision rendered is based upon that, all or in part;

(5) Whenever practical, include the reason or reasons for the particular order or remedy afforded. Findings shall be

[Title 230 WAC—p. 198]

accompanied by a concise and explicit statement of the underlying evidence of record to support the findings;

(6) Whenever practical, be referenced to specific laws or rules and provisions thereof which are appropriate thereto.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-550, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-550, filed 12/19/73.]

**WAC 230-50-560 Petition for review of an initial order—Replies to a petition for review, and cross appeals—When an initial order becomes a final order—Time limits and content requirements.** Any party to an adjudicative proceeding may file a petition for review of an initial order as follows:

(1) The petition for review shall be filed with the commission within twenty days of the date of service of the initial order unless a different place and time limit for filing the petition are specified in the initial order in its statement describing available procedures for administrative relief. Copies of the petition shall be served upon all other parties or their representatives at the time the petition is filed.

(2) The petition for review shall specify the portions of the initial order to which exception is taken and shall refer to the evidence of record which is relied upon to support the petition.

(3) Any party may file a reply to a petition for review. The reply shall be filed with the office where the petition for review was filed within thirty days of the date of service of the petition and copies of the reply shall be served upon all other parties or their representatives at the time the reply is filed.

(4) Any party may file a cross appeal. Cross appeals must be filed with the commission pursuant to WAC 230-50-210 within ten days of the date the petition for review of the initial order was filed with the commission. Copies of the cross appeal shall be served upon all other parties or their representatives at the time the cross appeal is filed.

(5) The commission shall review the petition at a regularly scheduled meeting within 120 days after the petition was filed and thereafter render a final order in accordance with WAC 10-08-210.

(6) An initial order issued by an administrative law judge or the commission shall become the final order in the proceedings unless a petition for review is filed in accordance with the requirements of this rule.

[Statutory Authority: Chapter 34.05 RCW, RCW 9.46.140 and 9.46.070. 96-09-072, § 230-50-560, filed 4/16/96, effective 7/1/96. Statutory Authority: RCW 9.46.0355 and [9.46.]070(14). 90-13-022, § 230-50-560, filed 6/11/90, effective 7/31/90. Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-560, filed 11/27/89, effective 12/28/89.]

**WAC 230-50-562 Final orders—When and how to file a petition for reconsideration of a final order.** Any party to an adjudicative proceeding may file a petition for reconsideration of a final order. A petition for reconsideration of a final order under RCW 34.05.470 shall be filed with the commission in accordance with WAC 230-50-210 within ten days of service of a final order. The petition for reconsideration shall be administered in accordance with RCW 34.05.-470.

(2007 Ed.)

[Statutory Authority: Chapter 34.05 RCW, RCW 9.46.140 and 9.46.070. 96-09-072, § 230-50-562, filed 4/16/96, effective 7/1/96.]

**WAC 230-50-570 Adjudicated proceeding—Stay.** A party may petition the commission or its designee for a stay of a final order in accordance with RCW 34.05.467. For purposes of this rule, the commission hereby delegates to the director, the authority to issue a temporary stay until such time as a reviewing court can rule on a permanent stay. The decision of the director denying a stay is not subject to judicial review.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-570, filed 11/27/89, effective 12/28/89.]

**WAC 230-50-580 Adjudicated proceedings—Hearings—Forms.** The following formats shall be utilized in all adjudicated proceedings:

(1)

STATE OF WASHINGTON GAMBLING COMMISSION	
In the Matter of the (Suspension/ Revocation/ Denial) of the (License/Application) to Con- duct Gambling Activities of	NO. _____
Licensee.	NOTICE OF ADMINISTRATIVE CHARGES AND OPPORTUNITY FOR AN ADJUDICATED PROCEEDING

(Director's Name) alleges as follows:

I

He is the Director of the Washington State Gambling Commission and makes these charges in his official capacity.

II

Jurisdiction of this proceeding is based on Chapter 9.46 RCW, Gambling, Chapter 34.05 RCW, the Administrative Procedure Act, and Title 230 WAC.

III

..... has been issued the following license(s) by the Washington State Gambling Commission, which license(s) (was/were) issued subject to compliance by the licensee with state laws and rules of the Commission.

- A. License Number. .... Authorizing. .... Activity
- B. License Number. .... Authorizing. .... Activity
- C. License Number. .... Authorizing. .... Activity

IV

(Attach Recital Of Charges)

(Appropriate Roman Numeral)

The charges specified in paragraphs. .... through. .... above constitute grounds for the ... day suspension, or revocation of the license(s) held by. .... to conduct authorized gambling activity under authority of RCW 9.46.075 and WAC 230-04-400.

(Appropriate Roman Numeral)

The (licensee/applicant) shall be afforded the opportunity to have an Adjudicated Proceeding, which includes a hearing on the alleged violations. In order to commence an Adjudicative Proceeding, the enclosed APPLICATION FOR ADJUDICATED PROCEEDING AND REQUEST FOR HEARING MUST BE COMPLETED IN FULL by the LICENSEE OR REPRESENTATIVE and returned to the Gambling Commission within 20 days from the date of receipt of this notice. FAILURE TO RETURN THIS DOCUMENT WILL RESULT IN THE ENTRY OF A DEFAULT ORDER

(2007 Ed.)

PURSUANT TO RCW 34.05.440 AND WAC 230-50-010, THE IMPOSITION OF THE PENALTY SET OUT ABOVE OR ONE OF LESSER DEGREE AND SHALL CONSTITUTE A WAIVER OF ANY FURTHER RIGHTS TO A HEARING OR REVIEW IN THIS MATTER.

STATE OF WASHINGTON

COUNTY OF THURSTON

ss.

(Director's Name), being first duly sworn on oath, deposes and says: That he has read the foregoing Notice of Administrative Charges and Opportunity for Adjudicated Proceeding, knows the contents thereof, and believes the same to be true, and that he is the Director of the Washington State Gambling Commission and in that capacity has executed said Statement of Charges.

.....  
(Director's Name)

SUBSCRIBED AND SWORN TO before me this  
.... day of. ...., 19....

.....  
NOTARY PUBLIC in and for the State  
of Washington residing  
at. ....

(2)

STATE OF WASHINGTON GAMBLING COMMISSION	
In the Matter of the (Suspension/ Revocation/Denial) of the (License/ Application) to Conduct Autho- rized Gambling Activities of	NO. _____
(Licensee/Applicant.)	APPLICATION FOR ADJUDI- CATED PROCEEDING AND REQUEST FOR HEARING

THIS IS AN IMPORTANT NOTICE WHICH DETERMINES WHETHER OR NOT YOU WILL HAVE THE RIGHT TO A HEARING IN THIS MATTER. PLEASE READ THIS NOTICE CAREFULLY. IF YOU HAVE ANY QUESTIONS REGARDING YOUR LEGAL RIGHTS IN THIS MATTER YOU SHOULD CONTACT AN ATTORNEY.

In order to request and preserve your right to a hearing you MUST complete and sign this form, then return it by mail within 20 days to:

The Washington State Gambling Commission  
649 Woodland Square Loop, SE  
P.O. Box 42400  
Olympia, Washington 98504-2400

FAILURE TO COMPLETE AND RETURN THIS FORM AS INSTRUCTED WILL RESULT IN THE ENTRY OF A DEFAULT ORDER AGAINST YOU PURSUANT TO RCW 34.05.440, and WAIVER of your rights to appeal in this matter.

YOU HAVE 20 DAYS FROM THE DATE OF RECEIPT OF THIS FORM TO COMPLETE AND RETURN IT TO THE ADDRESS ABOVE.

BRIEF EXPLANATION OF RIGHTS AND PROCEEDINGS:

You have the right to apply for an ADJUDICATIVE PROCEEDING, which includes a hearing on the allegations set forth in the notice of administrative charges. The hearing will be conducted by a state Administrative Law Judge pursuant to state law and administrative codes. You have the right to be represented by an attorney of your choice and at YOUR OWN EXPENSE.

You have the right to produce witnesses, and evidence relevant to the violations alleged. See WAC 230-50 for additional rights.

You have the right to have an interpreter for the proceedings if you or any witness which you will call is a limited English speaking person OR a hearing impaired person.

In order to request an interpreter, you MUST complete the attached REQUEST FOR INTERPRETER FORM and RETURN IT along with this form to the Gambling Commission. THIS SERVICE IS FREE OF CHARGE.

INSTRUCTIONS - Place a check mark and your signature next to the statement which describes your request(s) in this matter.

Check Mark

Signature

- 1)..... I want to have a hearing in this Adjudicated Proceeding .....
- 2)..... I will be represented by an attorney in this matter, his/her name, address and phone number are as follows:  
 Name .....
- Address.....
- Phone Number .....
- 3)..... I will NOT be represented by an attorney in this matter. ....
- 4)..... I DO NOT want a HEARING AND WAIVE MY RIGHTS TO A HEARING IN THIS MATTER. ....

Please indicate those charges, if any, which you admit occurred. ....

.....

.....

.....

You may attach a letter or a statement of your position in this matter if you choose to do so. Please indicate whether or not you attached either.

I attached a letter or statement. . .

I did NOT attach a letter or statement. . .

A HEARING, if requested, shall be conducted by a state Administrative Law Judge in a location near your place of business or residence, but not necessarily in the city or county in which you do business or reside. You will be notified at least seven (7) days in advance of the proceeding.

If you do not understand any portion of these documents, you are strongly encouraged to contact an attorney.

You MUST complete, sign, date and then mail this document together with the REQUEST FOR INTERPRETER form, to the Washington State Gambling Commission at the address as stated on this form WITHIN 20 days of receipt of these documents. FAILURE TO DO SO WILL RESULT IN A WAIVER OF YOUR RIGHTS TO A HEARING IN THIS MATTER AND ENTRY OF A DEFAULT ORDER PURSUANT TO RCW 34.05.440 AND WAC 230-50-010.

Dated this ..... day of ....., 19 .....

**\*\*SIGN HERE\*\*** .....

LICENSEE OR  
REPRESENTATIVE

(3)

STATE OF WASHINGTON  
GAMBLING COMMISSION

In the Matter of the (Suspension/ evocation/Denial) of the(License/Application) to Conduct Authorized Gambling Activities of

(Licensee/Applicant)

NO. ....

APPLICATION FOR AN ADJUDICATED PROCEEDING AND REQUEST FOR HEARING WITH OFFER OF SETTLEMENT

THIS IS AN IMPORTANT NOTICE WHICH DETERMINES WHETHER OR NOT YOU WILL HAVE THE RIGHT TO A HEARING IN THIS MATTER. PLEASE READ THIS NOTICE CAREFULLY. IF YOU HAVE ANY QUESTIONS REGARDING YOUR LEGAL RIGHTS IN THIS MATTER YOU SHOULD CONTACT AN ATTORNEY.

In order to request and preserve your right to a hearing you MUST complete and sign this form, then return it by mail within 20 days to:

The Washington State Gambling Commission  
649 Woodland Square Loop, SE  
P.O. Box 42400  
Olympia, Washington 98504-2400

FAILURE TO COMPLETE AND RETURN THIS FORM AS INSTRUCTED WILL RESULT IN THE ENTRY OF A DEFAULT ORDER AGAINST YOU PURSUANT TO RCW 34.05.440, and WAIVER of your rights to appeal in this matter.

YOU HAVE 20 DAYS FROM THE DATE OF RECEIPT OF THIS FORM TO COMPLETE AND RETURN IT TO THE ADDRESS ABOVE.  
BRIEF EXPLANATION OF RIGHTS AND PROCEEDINGS:

You have the right to apply for an ADJUDICATIVE PROCEEDING which includes a hearing on the allegations set forth in the notice of administrative charges. The hearing will be conducted by a state Administrative Law Judge pursuant to state law and administrative codes. You have the right to be represented by an attorney of your choice and at YOUR OWN EXPENSE.

You have the right to produce witnesses, and evidence relevant to the violations alleged. See WAC 230-50 for additional rights.

You have the right to have an interpreter for the proceedings if you or any witness which you will call is a limited English speaking person OR a hearing impaired person.

In order to request an interpreter, you MUST complete the attached REQUEST FOR INTERPRETER FORM and RETURN IT along with this form to the Gambling Commission. THIS SERVICE IS FREE OF CHARGE.

INSTRUCTIONS - Place a check mark and your signature next to the statement which describes your request(s) in this matter.

Check Mark

Signature

- 1)..... I WANT TO HAVE A HEARING IN THIS ADJUDICATED PROCEEDING .....
- 2)..... I will be represented by an attorney in this matter, his/her name, address and phone number are as follows:  
 Name .....
- Address .....
- Phone Number .....
- 3)..... I will NOT be represented by an attorney in this matter. ....
- 4)..... I DO NOT want a HEARING AND WAIVE MY RIGHTS TO A HEARING IN THIS MATTER. ....
- 5)..... I will agree to a stipulated settlement as stated on Page 3 and have signed the order on page 4. ....

Please indicate those charges, if any, which you admit occurred. ....

.....

.....

.....

You may attach a letter or a statement of your position in this matter if you choose to do so. Please indicate whether or not you attached either.

I attached a letter or statement. . .

I did NOT attach a letter or statement. . .

A hearing, if requested, shall be conducted by a state Administrative Law Judge in a location near your place of business or residence, but not necessarily in the city or county in which you do business or reside. You will be notified at least seven (7) days in advance of the proceeding.

If you do not understand any portion of these documents, you are strongly encouraged to contact an attorney.

You MUST complete, sign, date and then mail this document together with the REQUEST FOR INTERPRETER form, to the Washington State Gambling Commission at the address as stated on this form WITHIN 20 days of receipt of these documents. FAILURE TO DO SO WILL RESULT IN A WAIVER OF YOUR RIGHTS TO A HEARING IN THIS ADJUDICATIVE PROCEEDING AND ENTRY OF A DEFAULT ORDER PURSUANT TO RCW 34.05.440 AND WAC 230-50-010.

Dated this ..... day of ....., 19 .....

**\*\*SIGN HERE\*\*** .....

LICENSEE OR  
REPRESENTATIVE

I will agree to a stipulated settlement in this matter and the entry of the attached order on the following terms:

..... A suspension of ..... days for my ..... gambling license(s).





..... I request all documents in this proceeding be translated into the ..... language.

Signed: .....  
Dated: .....

(7)

STATE OF WASHINGTON  
GAMBLING COMMISSION

In the Matter of the Summary Suspension of the License to Operate Gambling Activities of:

(Licensee's Name)

Licensee.

NO. \_\_\_\_\_  
FINDINGS, CONCLUSIONS,  
AND ORDER OF SUMMARY  
SUSPENSION OF LICENSES

Pursuant to RCW 34.05.422(4), the Commission may summarily suspend a license pending proceedings for revocation or other action. The Commission has authorized the Director to summarily suspend a license pursuant to WAC 230-50-012. This matter then having been brought before the Director for a summary disposition pursuant to this authority on (date), and the Director acting pursuant to this authority has issued this order and caused it to be served upon the licensee. The order contained herein shall be deemed effective immediately upon its service to the licensee, authorized representative, or agent thereof, unless otherwise specified herein. By this authority, an authorized agent of the Commission shall under the terms hereof seize all current licenses authorizing gambling activity and all such gambling activity shall cease as ordered herein.

FINDINGS OF FACT

I

That (director's name) is the Director of the Washington State Gambling Commission and issues this order in that capacity.

II

That (licensee's name) has been issued (a) license(s) to operate the following authorized gambling activity(ies):

License Number 211-	....	Authorizing	....	Activity
License Number 211-	....	Authorizing	....	Activity
License Number 211-	....	Authorizing	....	Activity

Which license(s) (was/were) issued subject to compliance with all of the applicable statutes and regulations governing gambling activities.

III

After a thorough review of the affidavit(s) of the special agent(s) of the Commission concerning the facts in this matter, which are attached hereto and labelled as Attachment(s) (list), the Director accepts (this/these) as a verity and makes the determination that the action as ordered herein is warranted.

IV

(State charge)

That the violation(s) as stated require the immediate cessation of the gambling activity in that the safety and welfare of the public is affected as follows:

(State reason(s) affected from WAC 230-50-012 (2)(a) through (k), as applicable)

CONCLUSIONS OF LAW

I

Based on the foregoing Findings of Fact, the Director, (director's name), makes the following CONCLUSIONS:

II

(select from WAC 230-50-012 (2)(a) through (k), as applicable)

[Title 230 WAC—p. 202]

III

That the circumstances as set forth in paragraph(s) ..... through ..... above constitute grounds for the suspension or revocation of the license(s) issued by the Washington State Gambling Commission under RCW 9.46.075 and WAC 230-04-400, and further constitute an immediate danger to the public safety and welfare.

IV

Immediate cessation of the licensed or permitted activities by the licensee or permittee is necessary for the protection or preservation of the welfare of the community within which these activities are being conducted.

V

(Director's Name), Director, has the authority pursuant to WAC 230-50-012 to issue the following ORDER:

ORDER

Based upon the foregoing FINDINGS OF FACT AND CONCLUSIONS, it is the ORDER of the undersigned Director, pursuant to authority granted to him by RCW 34.05.422 and WAC 230-50-012, that the license of (licensee's name) to operate (type(s) of activity) within the state of Washington is hereby suspended pending a formal hearing by an Administrative Law Judge or the Commission for suspension or revocation of said license, said suspension or revocation to be effective (immediately) (as of (date), at (time)).

STATEMENT OF RIGHTS

(1) You have a right to a prompt hearing on this matter. You may request a hearing by completing and returning to the Commission the enclosed Application for Adjudicated Proceeding and Request for Hearing. Failure to submit the Application for Adjudicated Proceeding and Request for Hearing form within twenty (20) days of service of this order upon you shall result in a waiver of your right to an adjudicated proceeding and entry of an order in default under RCW 34.05.440. If a timely application for a hearing is received, a hearing shall be conducted not sooner than seven (7) days nor later than 90 days from the date of service of this Order unless otherwise agreed to by the parties: Provided, That you may waive the seven (7) day notice rule of WAC 230-50-030(2) and request a hearing at an earlier date.

(2) You have a right to petition for a stay of this order. You may request a stay by filing a written request with the Commission. Any request for a stay must be received by the Commission within fifteen (15) days of service of this order upon you. If a timely request for a stay is received by the Commission, a hearing regarding a request for stay will be conducted in accordance with WAC 230-50-015. A request for a stay does not constitute a request for a hearing as provided in paragraph (1) of this Statement of Rights.

Dated this, ..... day of ....., 199.....

.....  
(Director's Name)

Director .....

STATE OF WASHINGTON

COUNTY OF THURSTON

ss.

(Director's Name), being first duly sworn on oath, deposes and says:

That he has read the foregoing Order of Summary Suspension of License and Notice of Hearing, knows the contents thereof, and believes the same to be true, and that he is the duly appointed and qualified Director of the Washington State Gambling Commission and in that capacity has executed said Order of Summary Suspension of the License and Notice of Hearing.

.....  
(Director's Name)

Director .....

SUBSCRIBED AND SWORN to before me this, ....

day of ....., 199.....

.....  
NOTARY PUBLIC in and for the State of Washington  
residing at .....

(2007 Ed.)

[Statutory Authority: RCW 9.46.070. 92-21-056 (Order 233), § 230-50-580, filed 10/19/92, effective 11/19/92. Statutory Authority: RCW 9.46.0355 and [9.46.]070(14). 90-13-022, § 230-50-580, filed 6/11/90, effective 7/31/90. Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-580, filed 11/27/89, effective 12/28/89.]

**WAC 230-50-610 Adjudicated proceedings settlement conferences and prehearing conferences.** In any proceeding the commission or its designated presiding officer upon its or his own motion, or upon the motion of one of the parties or their qualified representatives, may in its or his discretion direct the parties or their qualified representatives to appear at a specified time and place for a conference to consider:

- (1) The simplification of the issues;
- (2) The necessity of amendments to the pleadings;
- (3) The possibility of obtaining stipulations, admissions of facts and of documents;
- (4) The limitation of the number of expert witnesses;
- (5) Such other matters as may aid in the disposition of the proceeding.
- (6) Discussion of a settlement of the matter and/or agreement on a penalty. If a settlement or a stipulation is reached, it must be in a written order to be signed by all parties and the presiding officer. This settlement conference may be conducted between a member of the commission staff and the licensee, applicant or permittee by phone or in person without the attendance of the administrative law judge or assistant attorney general, or by the assistant attorney general representing the commission without the attendance of a commission staff member and the administrative law judge, as long as any agreed settlement is formalized as stated above.
- (7) If a settlement conference is held, the results of the conference must be in writing to indicate the action taken at the conference.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-610, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-610, filed 12/19/73.]

**WAC 230-50-630 Submission of documentary evidence in advance.** When requested for cause the commission or its designated hearing officer may require:

- (1) That all documentary evidence which is to be offered during the taking of evidence be submitted to the hearing officer and to the other parties to the proceeding sufficiently in advance of such taking of evidence to permit study and preparation of cross-examination and rebuttal evidence;
- (2) That documentary evidence not submitted in advance, as may be required by subsection (1), be not received in evidence in the absence of a clear showing that the offering party had good cause for his failure to produce the evidence sooner;
- (3) That the authenticity of all documents submitted in advance in a proceeding in which such submission is required, be deemed admitted unless written objection thereto is filed prior to the hearing, except that a party will be permitted to challenge such authenticity at a later time upon a clear showing of good cause for failure to have filed such written objection.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-630, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-630, filed 12/19/73.]

(2007 Ed.)

**WAC 230-50-640 Excerpts from documentary evidence.** When portions only of a document are to be relied upon, the offering party shall prepare the pertinent excerpts, adequately identified, and shall supply copies of such excerpts, together with a statement indicating the purpose for which such materials will be offered, to the hearing officer and to the other parties. Only the excerpts, so prepared and submitted, shall be received in the record. However, the whole of the original document shall be made available for examination and for use by all parties to the proceeding.

[Order 9, § 230-50-640, filed 12/19/73.]

**WAC 230-50-650 Expert or opinion testimony and testimony based on economic and statistical data—Number and qualifications of witnesses.** The commission or hearing officer or other appropriate officer in all classes of cases where practicable shall make an effort to have the interested parties agree upon the witness or witnesses who are to give expert or opinion testimony, either by selecting one or more to speak for all parties or by limiting the number for each party; and, if the interested parties cannot agree, require them to submit to him and to the other parties written statements containing the names, addresses and qualifications of their respective opinion or expert witnesses, by a date determined by him and fixed sufficiently in advance of the hearing to permit the other interested parties to investigate such qualifications.

[Order 9, § 230-50-650, filed 12/19/73.]

**WAC 230-50-660 Expert or opinion testimony and testimony based on economic and statistical data—Written sworn statements.** The commission, the hearing officer or other appropriate officer, in all classes of cases in which it is practicable and permissible, shall require, and when not so permissible, shall make every effort to bring about by voluntary submission, that all direct opinion or expert testimony and all direct testimony based on economic or statistical data be reduced to written sworn statements, and, together with the exhibits upon which based, be submitted to it or him and to the other parties to the proceeding by a date determined by the hearing officer and fixed a reasonable time in advance of the hearing; and that such sworn statements be acceptable as evidence upon formal offer at the hearing, subject to objection on any ground except that such sworn statements shall not be subject to challenge because the testimony is not presented orally, and provided that witnesses making such statements shall not be subject to cross examination unless a request is made sufficiently in advance of the hearing to insure the presence of the witnesses.

[Order 9, § 230-50-660, filed 12/19/73.]

**WAC 230-50-670 Expert or opinion testimony and testimony based on economic and statistical data—Supporting data.** The hearing officer or other appropriate officer, in his discretion but consistent with the rights of the parties, shall cause the parties to make available for inspection in advance of the hearing, and for purposes of cross examination at the hearing, the data underlying statements and exhibits submitted in accordance with WAC 230-50-660,

[Title 230 WAC—p. 203]

but, wherever practicable he shall restrict to a minimum the placing of such data in the record.

[Order 9, § 230-50-670, filed 12/19/73.]

**WAC 230-50-680 Expert or opinion testimony and testimony based on economic and statistical data—Effect of noncompliance with WAC 230-50-650 or 230-50-660.** Whenever the manner of introduction of opinion or expert testimony or testimony based on economic or statistical data is governed by requirements fixed under the provisions of WAC 230-50-650 or 230-50-660, such testimony not submitted in accordance with the relevant requirements shall not be received in evidence in the absence of a clear showing that the offering party had good cause for his failure to conform to such requirements.

[Order 9, § 230-50-680, filed 12/19/73.]

**WAC 230-50-700 Continuances.** Any party who desires a continuance shall, immediately upon receipt of notice of a hearing, or as soon thereafter as facts requiring such continuance come to his knowledge, notify the commission or its designated hearing officer of said desire, stating in detail the reasons why such continuance is necessary. The commission or its designated hearing officer, in passing upon a request for continuance, shall consider whether such request was promptly and timely made. For good cause shown, the commission or its designated hearing officer may grant such a continuance and may at any time order a continuance upon its or his own motion. During a hearing, if it appears in the public interest or in the interest of justice that further testimony or argument should be received, the commission, hearing officer or other officer conducting the hearing may in his discretion continue the hearing and fix the date for introduction of additional evidence or presentation of argument. Such oral notice shall constitute final notice of such continued hearing.

[Order 9, § 230-50-700, filed 12/19/73.]

**WAC 230-50-750 Rules of evidence—Admissibility criteria.** Subject to the other provisions of these rules, all relevant evidence is admissible which, in the opinion of the commission or the officer conducting the hearing, is the best evidence reasonably obtainable, having due regard for its necessity, availability and trustworthiness. In passing upon the admissibility of evidence, the commission or the officer conducting the hearing shall give consideration to, but shall not be bound to follow, the rules of evidence governing civil proceedings, in matters not involving trial by jury in the superior courts of the state of Washington.

[Order 9, § 230-50-750, filed 12/19/73.]

**WAC 230-50-760 Rules of evidence—Tentative admission—Exclusion—Discontinuance—Objections.** When objection is made to the admissibility of evidence, such evidence may be received subject to a later ruling. The commission or the officer conducting the hearing may, in its or his discretion, either with or without objection, exclude inadmissible evidence or order cumulative evidence discontinued. Parties objecting to the introduction of evidence shall

[Title 230 WAC—p. 204]

state the precise grounds of such objection at the time such evidence is offered.

[Order 9, § 230-50-760, filed 12/19/73.]

**WAC 230-50-800 Petitions for rule making, amendments, or repeal.** Any person may petition the commission requesting the adoption, amendment, or repeal of any rule.

The petition should contain sufficient information so that the agency and public can understand the proposal.

#### **Information required on a petition.**

Every petition for adoption, repeal, or amendment of a rule must include the following information:

- (1) The name of the agency responsible for administering the rule; and
- (2) The rationale for adoption of a new rule or amendment or repeal of an existing rule.
- (3) In addition to any other concerns, you, the petitioner, are encouraged to address whether:
  - (a) The rule is authorized;
  - (b) The rule is needed;
  - (c) The rule conflicts with or duplicates other federal, state, or local laws;
  - (d) Alternatives to the rule exist that will serve the same purpose at less cost;
  - (e) The rule applies differently to public and private entities;
  - (f) The rule serves the purposes for which it was adopted;
  - (g) The rule imposes unreasonable costs;
  - (h) The rule is clearly and simply stated; and
  - (i) The rule differs, without adequate justification, from a federal law which applies to the same activity or subject matter.

#### **Additional information required.**

- (4) **When you are:**
  - (a) **Proposing a new rule**, the petition should include the test of the proposed rule or a description of its provisions;
  - (b) **Requesting amendment of an existing rule**, the petition should include the name, title, number of the rule, and the text or description of the amendment; or
  - (c) **Requesting repeal of an existing rule**, the petition should include the name, title, number of the rule, and a description of the effects of repealing the rule.

#### **Locating a petition form.**

- (5) You, the petitioner, can obtain a standard petition from the office of financial management or any state agency involved in rule making. Agencies must accept petitions submitted using the standard form or in any other format that provides the information described in subsections (1) through (4) of this section.

#### **Submitting a petition.**

- (6) Petitions for adoption, amendment, or repeal of a rule must be faxed or mailed to the administrative office of the commission in Lacey.
- (7) Submission of a petition is defined as receipt of the petition by the gambling commission.

**Agency response to a petition.**

(8) Within a reasonable time, the administering agency will send you, the petitioner, acknowledgment of receipt of the petition, including the name and telephone number of a contact person.

(9) No later than sixty days after receipt of a petition, the agency must either:

(a) Initiate rule-making proceedings in accordance with chapter 34.05 RCW; or

(b) Deny the petition in writing, stating its reasons for the denial and specifically addressing the concerns stated in the petition. Where appropriate, the agency must indicate alternative means by which the agency will address the concerns raised in the petition.

**Appealing the denial of a petition.**

(10) If the gambling commission denies your petition, within thirty days of the denial, you, the petitioner, may:

(a) Appeal the denial to the governor.

The governor will process the appeal according to RCW 34.05.330(3); or

(b) Petition for a review by the joint administrative rules review committee according to RCW 34.05.330(2), only if your petition alleges that the rule you wish to amend is not within the intent of the legislature or not adopted in accordance with all applicable provisions of the law.

[Statutory Authority: RCW 9.46.070 and 34.05.230. 01-01-016 (Order 396), § 230-50-800, filed 12/6/00, effective 1/6/01. Statutory Authority: RCW 9.46.070 and chapter 34.05 RCW. 96-13-068 (Order 294), § 230-50-800, filed 6/18/96, effective 7/19/96. Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-800, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-800, filed 12/19/73.]

**WAC 230-50-815 Deadlines for submitting items to be included in the commission meeting agenda—Exceptions.** To ensure that the public and the commission has sufficient notice of public agenda items, the following deadline applies regarding submission of such items to the commission for action:

(1) Items for inclusion in the commission's monthly public meeting agenda must be in proper form and received at the commission headquarters' office at least fourteen days prior to the regularly scheduled commission meeting.

(2) The commission meeting agenda will be published and mailed within seven days of the regularly scheduled commission meeting.

(3) All items submitted after the time frame set forth in section one (1) above shall require approval by the commission in order to be included on the commission meeting agenda.

[Statutory Authority: Chapter 34.05 RCW and RCW 9.46.070. 96-21-073 (Order 301), § 230-50-815, filed 10/15/96, effective 1/1/97.]

**WAC 230-50-850 Declaratory order.** (1) Any person may petition the commission for a declaratory order with respect to the applicability to specified circumstances of a rule, order, or statute enforceable by the agency. The petition shall set forth facts and reasons on which the petitioner relies to show:

(a) That uncertainty necessitating resolution exists;

(b) That there is actual controversy arising from the uncertainty such that a declaratory order will not be merely an advisory option;

(c) That the uncertainty adversely affects the petitioner;

(d) That the adverse effect of uncertainty on the petitioner outweighs any adverse effects on others or on the general public that may likely arise from the order requested.

(2) Within fifteen days after receipt of a petition for a declaratory order, the commission shall give notice of the petition to all persons to whom notice is required by law, and may give notice to any other person it deems desirable.

(3) Within thirty days after receipt of a petition for a declaratory order the commission, in writing, shall do one of the following:

(a) Enter an order declaring the applicability of the statute, rule, or order in question to the specified circumstances;

(b) Set the matter for specified proceedings to be held no more than ninety days after receipt of the petition and give reasonable notification to the person(s) of the time and place for such hearing and of the issues involved;

(c) Set a specified time no more than ninety days after receipt of the petition by which it will enter a declaratory order; or

(d) Decline to enter a declaratory order, stating the reasons for its action.

(4) The time limits of subsection (3)(b) and (c) of this section may be extended by the commission for good cause.

(5) The commission may not enter a declaratory order that would substantially prejudice the rights of a person who would be a necessary party and who does not consent in writing to the determination of the matter by a declaratory order proceeding.

(6) A declaratory order has the same status as any other order entered by the commission in an adjudicative proceeding. Each declaratory order shall contain the names of all parties to the proceeding on which it is based, the particular facts on which it is based, and the reasons for its conclusions.

(7) Any person petitioning the commission for a declaratory order pursuant to RCW 34.05.240, shall generally adhere to the following form for such purpose.

(a) At the top of the page shall appear the wording "before the Washington state gambling commission." On the left side of the page below the foregoing the following caption shall be set out: "In the matter of the petition of (name of petitioning party) for a declaratory order." Opposite the foregoing caption shall appear the word "petition."

(b) The body of the petition shall be set out in numbered paragraphs. The first paragraph shall state the name and address of the petitioning party. The second paragraph shall state all rules or statutes that may be brought into issue by the petition. Succeeding paragraphs shall set out the state of facts relied upon in form similar to that applicable to complaints in civil actions before the superior courts of this state. The concluding paragraphs shall contain the prayer of the petitioner. The petition shall be subscribed and verified in the manner prescribed for verification of complaints in the superior courts of this state.

(c) The original and two legible copies shall be filed with the commission. Petitions shall be on white paper, either 8-1/2" x 11" or 8-1/2" x 13" in size.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-850, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-850, filed 12/19/73.]

## Chapter 230-60 WAC

### PUBLIC RECORDS—DISCLOSURE

#### WAC

230-60-005	Purpose.
230-60-010	Definitions.
230-60-025	Public records available—Location—Time available.
230-60-030	Public records officers.
230-60-035	Office hours.
230-60-040	Requests for public records.
230-60-045	Copying.
230-60-050	Exemptions.
230-60-055	Review of denials of public records requests.
230-60-060	Protection of public records.
230-60-065	Records index.
230-60-100	Interpretive and policy statements.

### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

230-60-015	Description of central and field organization of the gambling commission. [Statutory Authority: RCW 9.46.070 (7), (13) and (18). 85-07-031 (Order 148), § 230-60-015, filed 3/15/85. Statutory Authority: RCW 42.17.250. 81-11-039 (Order 108), § 230-60-015, filed 5/19/81. Statutory Authority: RCW 42.17.250 and 42.17.260. 79-07-019 (Order 90), § 230-60-015, filed 6/14/79; Order 75, § 230-60-015, filed 9/16/77.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-60-020	Operations and procedures. [Statutory Authority: RCW 42.17.250. 81-01-063 (Order 104), § 230-60-020, filed 12/15/80; Order 75, § 230-60-020, filed 9/16/77.] Repealed by 90-03-064 (Order 203), filed 1/18/90, effective 2/18/90. Statutory Authority: Chapter 34.05 RCW.
230-60-070	Communications with commission. [Statutory Authority: RCW 42.17.250. 81-11-039 (Order 108), § 230-60-070, filed 5/19/81; Order 75, § 230-60-070, filed 9/16/77.] Repealed by 83-19-024 (Order 136), filed 9/13/83. Statutory Authority: RCW 9.46.030 (2) and (3) and 9.46.070 (11) and (14).

**WAC 230-60-005 Purpose.** The purpose of this chapter shall be to ensure compliance by the Washington state gambling commission with the provisions of chapter 1, Laws of 1973 (Initiative 276), sections 25-32, RCW 42.17.250-42.17.320, dealing with public records.

[Order 75, § 230-60-005, filed 9/16/77.]

**WAC 230-60-010 Definitions.** (1) The following definitions and all definitions set forth in RCW 42.17.020 shall apply to this chapter:

(2) "Raw data" means facts, symbols, or observations which have all of the following characteristics:

- (a) They have not been processed, edited or interpreted.
- (b) They are unevaluated and unorganized.
- (c) The fact, symbol, or observation does not, of itself, impart meaning to a potential user or fulfill a recognized need.

(d) To be useable the fact, symbol, or observation must go through some transformation process.

(3) "Information" means raw data that are organized, evaluative and interpreted to impart meaning to potential users and fulfill a recognized need.

[Title 230 WAC—p. 206]

(4) "Listing (list)" means a series of items of any kind including names, words or numbers no matter what the arrangement or purpose. When applied to the release of commission record information it means the names of two or more individuals contained in:

- Data processing magnetic tapes
- Data processing print-outs 1, 2, 3, or 4 part utility paper or copies of such print-outs
- Data processing print-outs in the form of labels
- Any form of writing.

(5) "Tabulation" means the systematic arrangement of facts, statistics, and similar information, except the names of individuals, in column or table format.

(6) "Individual" means a natural person.

(7) "Commercial purpose" means the using of information obtained, or intending to use the information obtained, to contact or in some way personally affect an individual identified on the list when the purpose of the contact would be to facilitate that person's (the requestor's) profit expecting business activity.

[Statutory Authority: Chapter 34.05 RCW. 90-03-064 (Order 203), § 230-60-010, filed 1/18/90, effective 2/18/90. Statutory Authority: RCW 42.17.250. 81-01-063 (Order 104), § 230-60-010, filed 12/15/80; Order 75, § 230-60-010, filed 9/16/77.]

**WAC 230-60-025 Public records available—Location—Time available.** All public records of the commission are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by chapter 42.17 RCW, and WAC 230-60-050. The records available, their location, and the times they are available for inspection as follows:

(1) Public records - The following are deemed public records:

(a) The license application form and all supplemental information submitted at the commission's request subject to the exemptions in chapter 42.17 RCW and other applicable laws including, but not limited to, chapter 10.97 RCW: Provided, That consistent with chapter 10.97 RCW, the commission may disclose conviction data of an applicant or licensee;

(b) All activity reports and attachments required to be submitted to the commission on a periodic basis;

(c) All completed administrative proceedings; and

(d) All opinions and interpretive statements;

(e) All policies and procedures: Provided, That investigative procedures that, when disclosed, would hinder the commission's ability to conduct inspections, audits, or other investigative procedures will not be disclosed.

(2) Location of public records - All public records of the commission are located at the administrative office in Lacey.

(3) Times public records are available - All public records are available during normal office hours as set out in WAC 230-02-030: Provided, That public records may not be available during the period 12:00 noon to 1:00 p.m. unless a prior written request is made.

[Statutory Authority: RCW 9.46.070. 99-18-003 (Order 376), § 230-60-025, filed 8/18/99, effective 9/18/99. Statutory Authority: Chapter 34.05 RCW. 90-03-064 (Order 203), § 230-60-025, filed 1/18/90, effective 2/18/90; Order 75, § 230-60-025, filed 9/16/77.]

(2007 Ed.)

**WAC 230-60-030 Public records officers.** The commission's public records shall be in the charge of the public records officers as designated by the director. The persons so designated shall be located in the main administrative offices of the commission. The public records officers shall be responsible for the following: The implementation of the commission's rules and regulations regarding release of public records, coordinating the staff of the commission in this regard, maintaining, keeping current, and publishing an index of all agency records as required by RCW 42.17.260 and WAC 230-60-065, and generally insuring compliance by the staff with the public records disclosure requirements of chapter 42.17 RCW.

[Order 75, § 230-60-030, filed 9/16/77.]

**WAC 230-60-035 Office hours.** Public records shall be available for inspection and copying during the customary office hours of the commission. For the purposes of this chapter, the customary office hours shall be from 8:00 a.m. to noon and from 1:00 p.m. to 5:00 p.m., Monday through Friday, excluding legal holidays.

[Order 75, § 230-60-035, filed 9/16/77.]

**WAC 230-60-040 Requests for public records.** In accordance with requirements of chapter 42.17 RCW that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copied, or copies of such records may be obtained, by members of the public upon compliance with the following procedures:

(1) A request shall be made in writing upon a form prescribed by the commission which shall be available at its administrative office. The form shall be presented to any member of the commission staff designated by the responsible public records officer to receive requests, at the administrative office of the commission during customary office hours or by mail. The request shall include the following information:

- (a) The name of the person requesting the record.
- (b) The time of day and calendar date on which the request was made.
- (c) The nature of the request.
- (d) A reference to the requested record as it is described in the current commission record index.

Note: If the material is not identifiable by reference to the commission's current index, an accurate description of the record is requested.

(e) The signature and other identifying information of the requestor.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the staff member to whom the request is made to assist the member of the public in appropriately identifying the public record requested.

(3) Persons not specifically authorized by law to obtain lists of names of individuals from public records will be required to complete a statement agreeing not to release or use the information for commercial purposes.

[Order 75, § 230-60-040, filed 9/16/77.]

(2007 Ed.)

**WAC 230-60-045 Copying.** A fee, determined by actual cost for time and services rendered, for inspection of public records, may be charged. The commission shall charge a fee in the amount necessary to reimburse the commission for its actual costs incidental to providing copies of public records, except as noted in the following schedule of fees: Provided, however, That at the discretion of the director, or his designee, governmental agencies may be excluded from the payment of the fee for such service. The schedule of charges is:

ITEM	FEE
Copy of license application, supporting documents, correspondence, minutes of commission meetings, licenses approval list, list of commission licensees, reports required to be filed by the licensees on a periodic basis concerning the operation of licensed activity, commission legislative reports, and other similar material	\$ .25 cents per page for first 10 pages, \$.10 cents per page for any pages thereafter
Application for license(s) and/or supporting forms	No fee
Letter of certification to accompany copy of record or document. (Governmental agencies - no fee)	\$2.00
Specially produced listing, magnetic tapes, or labels	Cost of services, including overhead
Record look up	No charge for requests taking five minutes or less, actual cost including overhead, for single requests or a combination of multiple requests taking longer than five minutes to complete
Postal charges	Actual cost

[Statutory Authority: RCW 42.17.290, 42.17.300 and 9.46.070(14). 82-13-070 (Order 122), § 230-60-045, filed 6/17/82. Statutory Authority: RCW 42.17.300. 79-11-074 (Order 93), § 230-60-045, filed 10/19/79; Order 75, § 230-60-045, filed 9/16/77.]

**WAC 230-60-050 Exemptions.** (1) The commission will not release for public inspection or copying any public record it has determined to be exempt under the provisions of chapter 42.17 RCW.

(2) In addition, pursuant to RCW 42.17.260, the commission will delete identifying details when it makes avail-

able or publishes any public record to the extent required to prevent an unreasonable invasion of personal privacy, protected by chapter 42.17 RCW. The public records officer shall set out his reasons for such deletion in writing.

(3) All denials of requests for public records must be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld.

[Order 75, § 230-60-050, filed 9/16/77.]

**WAC 230-60-055 Review of denials of public records requests.** (1) Upon any denial of a request for a public record, the public records officer or staff member who denied the record shall initiate a prompt review of the decision by referring the request and denial to the director or his designee. The director or his designee shall immediately consider the matter and either affirm or reverse such denial or call a specific meeting of the commission, or appropriate staff, as soon as legally possible to review the denial. In any case, the request shall be returned with a final decision as soon as possible following the original denial.

(2) Administrative remedies shall not be considered exhausted until the commission has returned the review of a denial with a decision or until the close of the second business day following denial of inspection, whichever occurs first.

[Order 75, § 230-60-055, filed 9/16/77.]

**WAC 230-60-060 Protection of public records.** The commission is both a law enforcement and regulatory agency and a licensing agency. The records consist mainly of operational or investigative files that are subject to high usage. In order to insure that essential functions of the agency are continually carried out, and the public records are not damaged, altered, disorganized, or lost, access to the record storage areas is restricted. Public records will be inspected in the administrative offices in which they are filed and maintained. Inspection shall be in the presence of the authorized commission staff employee. Inspection shall be denied and the records will be withdrawn if the individual inspecting the records is doing so in a manner to damage, alter, or substantially disorganize them. Inspection shall be denied and records withdrawn if the individual inspecting the records attempts to remove them from the prescribed location or is excessively interfering or will unduly interfere with other essential functions of the commission.

[Order 75, § 230-60-060, filed 9/16/77.]

**WAC 230-60-065 Records index.** (1) Pursuant to RCW 42.17.260 the commission shall maintain a system of indexing for the dissemination of public records. The system shall be updated on a quarterly basis and be available at commission headquarters. The system will allow for the identification and location of the following records:

(a) All records issued before July 1, 1990, for which the agency has maintained an index;

(b) Final orders entered after June 30, 1990, that are issued in adjudicative proceedings as defined in RCW 34.05.-

010(1) and that contain an analysis or decision of substantial importance to the agency in carrying out of its duties;

(c) Declaratory orders entered after June 30, 1990, that are issued pursuant to RCW 34.05.240 and that contain an analysis or decision of substantial importance to the agency in carrying out its duties;

(d) Interpretive statements as defined in RCW 34.05.010(14) that were entered after June 30, 1990; and

(e) Policy statements as defined in RCW 34.05.010(14) that were entered after June 30, 1990.

[Statutory Authority: RCW 9.46.070 and chapter 34.05 RCW. 90-21-053, § 230-60-065, filed 10/15/90, effective 11/15/90; Order 75, § 230-60-065, filed 9/16/77.]

#### **WAC 230-60-100 Interpretive and policy statements.**

(1) The commission shall prepare interpretive or policy statements to advise the public of the commission's current opinions, approaches and likely course of action. These statements shall be prepared when it is not feasible or practicable to adopt rules.

(2) Persons interested in obtaining copies of interpretive or policy statements shall write to the director requesting they receive copies of all statements issued by the agency.

(3) The commission shall prepare a roster of persons who have requested copies of interpretive or policy statements. Whenever a interpretive or policy statement is issued the commission shall send a copy of the statement to each person listed on the roster. The roster shall be updated annually and eliminate those persons who do not indicate a desire to continue on the roster.

(4) Persons requesting the interpretive or policy statements shall pay for the mailing costs and the following cost per sheet of paper:

(a) \$.25 per page for the first ten pages;

(b) \$.10 per page for any pages thereafter.

[Statutory Authority: RCW 34.05.220(4), [34.05].230 and 9.46.070 (11) and (14). 90-05-032 (Order 205), § 230-60-100, filed 2/14/90, effective 3/17/90.]